

Attachment 04 – Substantial and Final Completion Approval Form

Project Description	_____	Project #	_____
Date of Completion	_____	Permit #	_____
Project Manager	_____	Phone #	_____

Intent:

This Substantial and Final Completion Approval Form will be used as a check by all Facilities & Safety department directors to ensure that they do not have any outstanding issues or concerns related to the project prior to issuing a Certificate of Occupancy and, in some cases, a Certificate of Completion. This approval form represents a two (2)-step process: step one for occupancy, and step two for building completion.

Responsibility:

The project manager will be responsible for obtaining all necessary signatures on this form to approve project completion. All major projects will require signatures by each department for Substantial and Final Completion approval. This Substantial and Final Completion Approval Form will be routed to the directors, and, as each director signs this form, he or she can check the box, “Not Applicable (NA)”, if he or she determines the project does not impact his or her department.

Once the Architect of Record, the Project Manager, Director of Environmental Health and Safety, Director of Sustainability and Energy, and the Director of Facilities Planning and Construction have agreed that the Substantial Completion requirements for occupancy listed below have been completed, a Certificate of Occupancy may be applied for through the Building Code Official.

Substantial Completion Requirements,

The following requirements must be completed prior to approval for occupancy:

1. All building inspections for code compliance have been completed and passed.
2. Elevator inspections have passed and certificates have been issued.
3. State Fire Marshal Life Safety inspections have been performed; and all inspections have passed. The testing of all systems (Fire Alarm, Sprinkler, Generator (if applicable), Fire Pump, and Indoor Emergency Notification System.
4. The HVAC system and the Building Control Systems are complete and have been approved by the Engineer of Record and Commissioning Agent.
5. Test and Balance has been completed and submitted to the Engineer of Record for approval.
6. A Record Set of documents has been provided to the Architects and Engineers (A&E) for production of the final As-Built Set of documents.
7. A complete Operations and Maintenance (O&M) Manuals have been provided to the Architects and Engineers (A&E) for production of the final As-Built set of documents.
8. All training required by the Contract has been completed.

9. One set of O&M Manuals and a copy of the Record Set of documents (redlines) have been provided to the Department of Facilities Operations for their use until final turnover documents are received from the A&E. (Notes: These items should be provided to onsite Facilities Operations personnel, when the building is located off the UCF main campus.)
10. All lock cores have been changed from the construction master to the University cores.
11. The Contractor Final Building Cleaning has been completed.
12. Arc Flash calculations have been completed and labels have been installed.
13. *The Building Insurance Information form has been provided to the Department of Environmental Health and Safety (EH&S).
14. *Building commissioning is complete for laboratory - type buildings with 100% outside air. Commissioning is 90% complete for buildings without laboratories, as agreed to by the Owner.
15. *The Owner has approved all Threshold Inspection and Materials Testing reports and the Threshold Approval letter.
16. A letter from the Building Envelope Consultant and Roof Manufacture accepting the roof has been received.
17. Utility cost responsibility has been transferred to the Owner.
18. The entire facility can be occupied and used for the purposes intended.
19. A punch list, which can be completed within the time stipulated in the Contract, has been submitted and agreed to by the Architect and the Owner.

*These requirements are not contractual obligations of the Contractor or Design Builder.

Substantial Completion Approval (Occupancy):

The substantial completion requirements listed above have been received and are approved by:

Architect of Record _____

Project Manager _____

Director of Environmental Health & Safety _____

Director of Sustainability & Energy Management _____

Director of Facilities Planning and Construction _____

The Architect, with Owner approval, may issue the Certificate of Building Completion only after the conditions listed above have been achieved. A Certificate of Occupancy cannot be applied for until the Substantial Completion Approval Form has been signed.

Final Completion Requirements,

The following requirements **do not have to be completed** for occupancy. Once the Substantial Completion Form has been approved, the following items are to be completed within thirty (30) calendar days.

1. *The commissioning of the building is complete and accepted by the Owner.
2. Complete closeout documentation has been approved by the Owner.
3. Complete as-built drawings of the project have been delivered to and accepted by the Owner.
4. All warranties have been accepted by the Owner to begin upon the date of substantial completion.
5. All punch list items are complete.

*This requirement is not a contractual obligation of the Contractor or Design Builder.

These Final Completion requirements listed above have been received and are approved by:

Project Manager _____

Upon the project manager's sign-off, this signature page is routed to the F&S directors. Payment will **not** be made to the Contractor until **all** of the Final Completion Requirements have been met and approved. Return to FP&C.

Project

Project # _____

Department	Date	Approval Status			Signature
		A	DA	N/A	
Sustainability & Energy Management					
Emergency Management					
EH&S					
EH&S (Insurance)					
Facilities Improvements					
Facilities Operations					
Landscape & Natural Resources					
Police Department					
Resource Management					
QA & QC					
Standards					

Final Signatures:

FP&C (Warranty)					
Building Codes					
AVP F&S					

Required Meetings,

Mandatory separate meetings are required for Substantial Completion (Occupancy) and for Final Completion. The Substantial Completion approval meeting is to be attended by those who are required to sign off for Substantial Completion.

Architect of Record

Project Manager

Director of Environmental Health & Safety

Director of Sustainability & Energy Management

Director of Facilities Planning and Construction

The Contractor, Construction Manager, and or Design Builder must bring all of the required documents for review at each meeting.

The University will have ten (10) days to review the documents presented. Incomplete document packages will not be accepted.

The Final Completion approval meeting will be by led by the Project Manager for the University and the Director of Facilities Planning and Construction.