

SUBSTANTIAL COMPLETION CHECKLIST (PAGE 1 OF 2)

Project Description: _____
Date of Completion: _____
Project Manager: _____

Project Number: _____
Permit Number: _____
Phone Number: _____

The following checklist requirements must be completed prior to Substantial Completion:

- | Incl | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The entire facility can be occupied and used for the purposes intended. <i>Include a copy of the Architect of Record's Substantial Completion Certificate.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All building inspections for code compliance have been completed and passed. State Fire Marshal Life Safety inspections (where applicable) have been completed and passed. The testing of all life safety systems (Fire Alarm, Sprinkler, Generator (if applicable), Fire Pump, and Indoor Emergency Notification System) is complete. <i>Include a letter from the Contractor indicating which inspections were passed and on what dates they were passed. These include MEP inspections, SFM inspections, the final building inspection, and any other inspections deemed necessary by the UCF Building Code Official.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Elevator inspections have passed and certificates have been issued. <i>Include a letter from the Contractor, indicating which inspections were passed and on what dates they were passed.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The HVAC system and the Building Automation Systems (BAS) are complete and have been approved by the Engineer of Record and Commissioning Agent. <i>Include a letter from the Engineer of Record and the Commissioning Agent, indicating that HVAC systems and BAS systems are complete.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The Test and Balance report has been completed and submitted to the Engineer of Record for approval. <i>Include a letter or email from the Engineer, confirming that he or she has received the initial Test and Balance Report.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The As-Built Set of documents has been provided by the Contractor to the Architect/Engineer (A/E) for production of the final Record Set of documents. <i>Include a letter or email from the A/E, indicating that he or she has received the Contractor's As-Built Set and has begun the creation of the Record Set.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Draft Operations and Maintenance (O&M) Manuals have been provided to UCF. <i>The UCF PM will confirm receipt of O&M Manuals and that they have been turned over to Facilities Operations for review.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Draft warranties have been provided to the Owner for review and acceptance of terms. <i>Include a letter from the Contractor listing all draft warranties provided to UCF for review. The UCF PM will confirm receipt of draft warranties.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. All training required by the Contract has been completed. <i>Include a letter or email from the Contractor, indicating what training was performed. Include sign-in sheets for all training, indicating attendance by UCF personnel.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. All lock cores have been changed from the construction master to University cores. <i>Include a letter or email from the UCF Locksmith, confirming that the change-out of lock cores is complete.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. The final building cleaning has been completed by the Contractor. <i>The UCF PM will confirm that the final building cleaning has been completed to the UCF PM's and UCF end user's satisfaction.</i> |

SUBSTANTIAL COMPLETION CHECKLIST (PAGE 2 OF 2)

Incl N/A

- 12. Arc Flash calculations have been completed and labels have been installed. *Include a letter from the Engineer of Record or Commissioning Agent, verifying that Arc Flash calculations have been completed and labels have been installed.*

- 13. The Building Insurance Information Form has been provided to Environmental Health and Safety (EH&S). *The UCF PM will confirm that the Building Insurance Information Form has been submitted to the EH&S Insurance Coordinator. Include a copy of the form for reference.*

- 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. *Include a letter from the Commissioning Agent, confirming this requirement has been met.*

- 15. Threshold Inspection and Materials Testing is complete. *Include a letter from the Threshold Engineer stating that the Threshold Inspection is complete to his or her satisfaction. Include a letter from the Contractor, listing all Materials Testing Reports that have been completed and provided to UCF.*

- 16. A letter has been received from the Building Envelope Consultant accepting that the roof and building envelope is complete as installed. *Include a letter from the Building Envelope Consultant, stating that the roof and building envelope is complete as installed and in compliance with the contract documents.*

- 17. Utility cost responsibility is ready to be transferred to the Owner. *Include a letter or email from the Contractor, stating that the utility costs are ready to be transferred to UCF. Once the Certificate of Occupancy is issued, the UCF PM must coordinate with the Department of Utilities & Energy Services and the F&S Business Office to coordinate the final meter reading request and utility transfers.*

- 18. A punch list has been generated and can be completed within the time stipulated in the Contract. *Include a copy of the punch list.*

- 19. First floor elevation heights have been certified. *Include a letter from the Survey Company, confirming the elevation of all first floor entry/exit doors, and a letter from the Contractor, confirming that the elevations are installed in accordance with the contract documents.*

- 20. Lightning protection has been installed per the contract documents. *Include a letter or email from the Testing Agency, confirming that it has been contracted by the Contractor to certify the lightning protection system.*

- 21. All changes to construction documents throughout the project (RFIs, ASIs, etc.) must be approved by the Architects and Engineers of Record and submitted to the Building Code Office. *Include a signed and sealed letter(s) by the Architect and all Engineers.*

- 22. The draft asset information has been provided to Facilities Operations for implementation into the CMMS database. *Include correspondence from Facilities Operations confirming receipt of the draft asset information.*

UCF Project Manager: _____

Date: _____