

SUBSTANTIAL COMPLETION CHECKLIST (PAGE 1 OF 2)

Project Number: _____ Project Description: _____
Project Manager: _____

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

- | Incl | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All close-out requirements have been identified at a Construction Close-out Meeting. <i>The Agenda, Attendance Sheet, and Meeting Minutes shall be submitted to UCF PM, confirming notice of actions required and contractual resolution dates.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 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"/> | 3. All Substantial Completion terms of the Contract have been met. <i>The UCF PM will confirm that this requirement has been met.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. 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. <i>Include a signed and sealed letter(s) by the Architect and all Engineers.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The systems to be commissioned have been tested and the commissioning log has been submitted as a single conformed punch list, with issues, issue status, and contractual completion dates for all systems requiring commissioning per the approved commissioning plan. <i>Include a letter from the Engineer of Record and the Commissioning Agent, indicating that all systems requiring commissioning are operating as noted in the commissioning log.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. 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"/> | 7. 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"/> | 8. 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"/> | 9. 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"/> | 10. All LEED documents for the design and construction phases have been submitted to LEED Online and corresponding assigned credit forms have been completed and marked 'Ready for Review.' <i>Include a letter from the Contractor indicating that all LEED documents have been submitted and approved by the party responsible for LEED administration.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. 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> |

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12. The final building cleaning has been completed by the Contractor. *The UCF PM will confirm that the final building cleaning has been completed to the UCF PM's and UCF end users' satisfaction.*
13. Arc Flash calculations and coordination studies have been completed and labels have been installed. Contractor has delivered coordination studies to the UCF PM. *Include a letter from the Engineer of Record or Commissioning Agent, verifying that Arc Flash calculations have been completed and labels have been installed. Include an email confirmation of receipt of coordination studies from the UCF PM.*
14. Building commissioning testing is complete for laboratory-type buildings with 100% outside air. Commissioning testing is substantially complete for the building or portions of the building without laboratories, as agreed to by the Owner. A schedule, including all remaining commissioning activities, is submitted, and completion is tied into Contract Final Completion date. *Include a letter from the Commissioning Agent, confirming that this requirement has been met.*
15. A letter has been received from the Building Envelope Consultant accepting that the roof and building envelope are complete as installed. *Include a letter from the Building Envelope Consultant, stating that the roof and building envelope are complete as installed and in compliance with the Contract documents.*
16. All utility meters have been connected, tested, and are operational and accepted by the Owner, Utilities & Energy Services (UES). 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 UES and the F&S Business Office to coordinate the final meter reading request and utility transfers. Include an email from UES confirming that the final meter reading has been completed and that utilities were transferred.*
17. An architectural/engineering/Owner, etc., punch list has been generated and can be completed within the time stipulated in the Contract. *The UCF PM shall confirm that the project punch list has been created and include a copy of the punch list.*
18. 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.*
19. 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.*
20. 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.*