

OWNER'S FINAL COMPLETION CHECKLIST

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

The following requirements must be met for the Project to have reached Final Completion:

- | Incl | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The entire facility can be occupied and used for the purposes intended. <i>Attach copy of the Architect of Record's Final Completion Certificate.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The final Test and Balance has been completed and approved without exception by the Engineer of Record. The Commissioning Agent has reviewed the final report, and all comments have been addressed. <i>Attach confirmation from the Engineer of Record and Commissioning Agent that the final Test and Balance is complete.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. UCF has received the final As-Built Set from the Contractor and the final Record Set from the Architect. <i>PM will confirm As-Built and Record Sets have been received and provided to FPC Document Control Specialist for archiving.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Contractor has provided final electronic O&M Manuals and a letter listing all O&M Manuals. <i>PM will confirm Owner's O&M Manuals have been received (one hard copy and one electronic version via CMMS) and provided to FO.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Building Commissioning testing is 100% complete. All post-commissioning fine-tuning is complete, and all issue log items have been resolved. The Preliminary Commissioning Report has been submitted, and the Final Commissioning Report will be submitted within 45 days per Contract. <i>Attach confirmation from Commissioning Agent that this requirement has been met.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The Test and Balance report has been completed and approved, without exceptions, by the Engineer of Record. <i>PM will confirm receipt of the final Test and Balance Report.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. All systems requiring commissioning, per the approved commission plan, are complete and the preliminary commissioning report has been approved by the Engineer of Record. <i>Attach confirmation from the Engineer of Record that all systems requiring commissioning are complete and the preliminary commissioning report is complete.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. The Contractor has submitted written notice that all corrective work and punch list items have been completed. <i>PM will confirm that all punch list items have been completed.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. The Architect and Owner have performed a final on-site verification that all punch list items are complete. <i>PM will confirm that all punch list items have been completed.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Elevator inspections have passed and certificates have been issued. <i>Attach correspondence from Contractor indicating which inspections were passed and on what dates. UCF Facilities Operations will confirm that permanent elevator certificates are posted in the elevators.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Warranties reflect the Certificate of Occupancy/ Certificate of Completion date, or if installed after CO/CC, the Substantial Completion date, and have original notarized signatures by an authorized representative of the company providing the respective warranties. <i>The Contractor will provide a letter listing all final warranties provided to Owner. The PM will confirm that he or she has provided these warranties to FO.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. The final asset information has been provided to FO for implementation into the CMMS. <i>Attach confirmation from Facilities Operations of receipt of the final asset information.</i> |

- | Incl | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 13. LEED design and construction applications have been submitted to the U.S. Green Building Council (USGBC.) All feedback/comments have been addressed. <i>PM will verify with the party responsible for LEED administration that the LEED design and construction applications have been submitted and all outstanding items have been addressed by the Contractor. Attach confirmation of coordination with LEED personnel.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. The Contractor has returned construction staging area(s) to a clean and aesthetically pleasing condition, including the removal of all project-related material and equipment. <i>PM and LNR will confirm that this requirement has been met.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. PM has informed WCC that the project has been completed and Contractor's access to a GGM through TRAKA has been rescinded. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. All training required by the Contract has been conducted, witnessed and attested to be contractually complete by the commissioning agent based on adherence to the training requirements detailed in the commissioning plan. <i>Attach confirmation from the Contractor as to what training was completed. Include sign-in sheets for all training, indicating attendance by UCF personnel.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. All Project Manager project close-out process requirements have been completed. <i>PM will confirm that this requirement has been met.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. All Final Completion terms of the Contract have been met. <i>PM will confirm that this requirement has been met.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. All Landscape items tasks have been completed and warranty documented. Warranty starts upon plant installation. <i>LNR will verify landscape complete and warranties provided.</i> |