

## OWNER'S SUBSTANTIAL COMPLETION CHECKLIST

Project Number: \_\_\_\_\_ Project Description: \_\_\_\_\_  
Project Manager: \_\_\_\_\_

**The following requirements must be met for the Project to have achieved Owner's Substantial Completion:**

- | Incl                     | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Architect/Engineer's Certificate of Occupancy has been issued. <i>Attach Certificate.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 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 the PM, confirming notice of actions required and contractual resolution dates.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The entire facility can be occupied and used for the purposes intended. <i>Attach copy of the Architect's Substantial Completion Certificate.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. All Substantial Completion terms of the Contract have been met. <i>The PM will confirm that this requirement has been met.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. All changes to construction documents throughout the project (RFIs, ASIs, etc.) have been approved by the Architects and Engineers of Record and submitted to the Building Code Office. <i>Attach signed and sealed letter(s) by the Architect and all Engineers.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The systems to be commissioned have been tested and the commissioning report has been submitted with issues, issue status, and contractual completion dates for all systems requiring commissioning per the approved commissioning plan. <i>Attach confirmation from the Engineer of Record, the Commissioning Agent, and UCF UES that all systems requiring commissioning are operating as noted in the commissioning log.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The Test and Balance report has been approved (or approved as noted) by the Engineer of Record. <i>Attach confirmation from the Engineer that he/she has received the initial Test and Balance Report.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Contractor has provided the As-Built Set of documents to the Architect/Engineer (A/E) for production of the final Record Set of documents. <i>Attach confirmation from Architect, indicating that he/she has received the Contractor's As- Built Set and has begun creating the Record Set.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Draft Operations and Maintenance (O&M) Manuals have been provided. <i>The PM will confirm that O&amp;M Manuals have been received and turned over to Facilities Operations for review. -SC</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Draft warranties have been provided for review and acceptance. All warranties shall begin at date of Certification of Occupancy or Certificate of Completion issue date. <i>Attach letter from Contractor listing all draft warranties provided to PM for review. The PM will confirm receipt and delivery to FO.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. 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>Attach letter from 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"/> | 12. All lock cores have been changed from the construction master to university cores. <i>Attach confirmation from the UCF Locksmith that change-out is complete.</i>  |

Incl N/A

13. The final building cleaning has been completed by the Contractor to end user's satisfaction. *PM and FO will confirm.*
14. Arc Flash calculations and coordination studies have been completed and labels have been installed. Contractor has delivered coordination studies to the PM. *Attach verification from the Engineer of Record or Commissioning Agent that Arc Flash calculations have been completed and labels have been installed. Attach confirmation of receipt of coordination studies.*
15. Building commissioning testing is complete for laboratory-type buildings with 100% outside air and the preliminary commissioning report is considered Final for the laboratory spaces and associated equipment and has been approved by the Engineer of Record. Commissioning testing is substantially complete for the building or portions of the building without laboratories, and a preliminary commissioning report has been approved by the Engineer of Record. A schedule, including all remaining commissioning activities, is submitted, and completion is tied into Contract Final Completion date. *Attach confirmation from Commissioning Agent that this requirement has been met.*
16. Confirmation has been received from the Building Envelope Consultant that the roof and building envelope are complete as installed. *Attach letter from the Building Envelope Consultant that the roof and building envelope are complete as installed and in compliance with the Contract documents.*
17. All utility meters have been connected, tested, and are operational and accepted by the Utilities & Energy Services (UES). Utility cost responsibility is ready to be transferred to the Owner. *For projects entered in e-Builder starting January 1, 2019, in accordance with FL Chapter 163.3180, attach concurrency certificate of utility capacity reservation from UES stating service levels are met. Attach correspondence from Contractor that utility costs are ready to be transferred to UCF. Once the Certificate of Occupancy/Certificate of Completion is issued, the PM must coordinate with UES and the F&S Business Office to coordinate the final meter reading request and utility transfers. Attach confirmation from UES that the final meter reading has been completed and utilities were transferred.*
18. An architectural/engineering/Owner punch list has been generated and can be completed within the time stipulated in the Contract. *Attach copy of punch list.*
19. First floor elevation heights have been certified. *Attach confirmation from survey company of the elevation of all first floor entry/exit doors, and confirmation from the Contractor that the elevations are installed in accordance with the Contract documents.*
20. Lightning protection has been installed per the Contract documents. *Attach confirmation from the Testing Agency that it has been contracted by the Contractor to certify the lighting protection system.*
21. The draft asset information has been provided to Facilities Operations for implementation into the CMMS database. *Attach confirmation from Facilities Operations of receipt of the draft asset information, and that life safety inspections can begin.*
22. A training schedule with dates has been provided to the PM. *The PM will verify the training schedule was received.*
23. The Building Insurance Information Form has been provided to Risk Management. *The PM will confirm that the form has been submitted to the Insurance Coordinator. Attach a copy of the form for reference.*