

## Final Completion & Closeout Narrative

### Purpose

The purpose of the Final Completion and Closeout process is to ensure all required documentation, final reviews and approvals are received from stakeholders relevant to the project, the project is financially reconciled with all parties receiving agreed-upon payments, and any excess funds are returned to the client.

### Initiator

The Contractor is responsible for initiating the Final Completion & Project Closeout process.

### Key Terms

Contractor	Indicates the Construction Manager or General Contractor.
As-Built Drawings	Drawings prepared by the Contractor, marked up to accurately present the final state of completed construction.
Record Set of Drawings	Drawings prepared by the Design Professional, which incorporate all markups, reviewed, accepted changes, and have the stamps of the entities reviewing the information (State Fire Marshall, etc)
Commissioning (Cx) or (CX)	The process of assuring that all systems and components of a building are designed, installed, tested, operated, and maintained according to the operational requirements of the Owner.
Operations & Maintenance (O&M) manuals	Operation & Maintenance manuals submitted by the Contractor, which are retained and organized by FO to reference in regards to future operations and maintenance activities. These documents are required to be collected by the Contractor and uploaded into e-Builder during the FCCO process.
Test and Balance (T&B) or (TAB)	The T&B report documents that the HVAC system(s) relevant to the project have been tested to verify that the system(s) are performing at specified design criteria for both airside and hydronic systems; temperatures, pressures, volumetric flowrates, RPM, horsepower, velocity, voltage, current and efficiency are typical measurements and calculations recorded in the T&B report. The T&B report must be approved by the EOR before the Functional Performance Testing (FPT) phase of Commissioning can begin. If there is no EOR on the project (example, like for like replacement), UES serves as the authority to approved T&B reports.
Punch List	Document developed after an inspection of work is performed by the Owner. Noted deficiencies are added to the document and the Contractor is responsible to remedy the deficiency by an agreed upon date.

Warranties	Warranties are specific to assets installed during the project and are expected to be collected and organized by the Contractor, and uploaded to e-Builder during the FCCO process.
LEED	Leadership in Energy Efficient Design. LEED certification is very important to the University and confirmation that LEED documentation has been submitted is required.
Engineer of Record (EOR)	Professional contracted by UCF to review and provide final sign off for approved project tasks, such as Test & Balance (T&B)
Training	For major equipment installations, when required by contract, or when agreed to during the project, Contractors will confirm training provided by their subcontractors or product manufacturers. The PM, their Facilities Operations contact, and the respective entity providing training coordinate to schedule dates/times designated personnel can receive training.

**Pre-requisites**

Construction Completed and Certificate of Occupancy/Completion has been provided

**Next process**

None

Please see [Completing The Final Completion & Close-out \(FCCO\) Process](#) for a detailed walkthrough of the process.