

# eBuilder Process 8: Starting & Submitting the FCCO Process

1. Login to eBuilder
2. Select the PROJECT TAB, and select the project for which you want to provide close-out documents.

The screenshot shows the eBuilder interface with the 'Projects' tab selected. A search bar in the top right corner contains the project number '15004002'. The main table lists projects, with the first row highlighted in red, showing project details for '15004002 Renovate former elec rm for a flume channel'.

Project ID Number	Project Name	Project Manager	UCF Building Number	UCF Building Name	Department	Project Status	Priority
15004002	15004002 Renovate former elec rm for a flume channel	Christopher Harris	0004	STORM WATER RESEARCH LAB	College of Engineering and Computer Science	Active	3 - Expedite (education/improvements)
15004002.1	15004002.1 Renovate former elec rm for a flume channel	Christopher Harris	0004	STORM WATER RESEARCH LAB		Active	5 - Routine

Or use the dynamic search field in the upper-right corner to search for the project using the project number.

The screenshot shows the eBuilder interface with the 'Projects' tab selected. A search bar in the top right corner contains the project number '20815101'. The dropdown menu is open, showing a search result for '20815101 Partnership IV - HVAC Rooftop Unit Replacement'.

3. Select the PROCESS Icon in the project menu on the left side of the screen.

The screenshot shows the eBuilder interface with the 'Documents' tab selected. The left sidebar shows a 'Project Menu' with icons for various document types. The '7\_CLOSE-OUT DOCUMENTS' icon is highlighted with a red box.

4. Select the START PROCESS button in the upper right corner

The screenshot shows the eBuilder interface with the 'Processes' tab selected. The 'Start Process' button is highlighted with a red box in the upper right corner.

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### 5. Select Process 10 – Final Completion and Close-out

08A - Owner Direct Purchase Invoice (ODP)	Use this process for the processing of invoice processing (ODP).
08B - Internal UCF Invoice Payments (UPMT)	Internal billing for UCF departments
09 - Owner's Substantial Completion (OSC)	Process for working through standard completion procedures
<b>10 - Final Completion and Closeout (FCCO)</b>	<b>This process is used when a project has achieved all the technical and performance requirements set out in the construction contract.</b>
12 - Request For Information (RFI)	RFI process
13 - F&S Support Request (FSR)	Process for requesting a work order from Work Control

6. Contractor completes the start page of the FCCO process by answering all required fields and providing close-out documents in the format specified. Once all required documents are provided the process is submitted by selecting submit and will route to various approvers. If the contractor has begun providing documents through the process, but needs to pause and return the “save draft” button should be used. The process should only be submitted once, after all applicable documents have been provided. *(Most projects will require **at least** Certificate of Completion / Occupancy, proof of inspections, As-built drawings, Contractor Warranty, Asset list Manufacturer O & M and Warranty for equipment and materials added during the course of the project. Some projects will require more and some less. If you have questions about what is required, refer to your contract, the UCF Building and Design Standards, or discuss with your project manager)*

**e-Builder**  
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**10 - Final Completion and Closeout (FCCO)** Instructions

Start Process Print Check Spelling **Submit** Save Draft Cancel

Project: 17811907 Install Mass Notification System (MNS)  
Project Number: 17811907  
Process: 10 - Final Completion and Closeout

Details Attached Documents (0) Attached Processes (0) Attached Forms (0)

**Routing Assistance**

Please answer these questions to determine the path the workflow will follow.

- \* A/E Check: Is there an A/E on this project?  
 Yes  
 No
- \* TAB Check: Was TAB required for this project?  
 Yes  
 No
- \* CX Check: Was commissioning required on this project?  
 Yes  
 No
- \* LNR Check: Did this project alter the campus landscape or hardscape or have an exterior construction staging area?  
 Yes  
 No
- \* Training Check: Was equipment added to this project which required owner training?  
 Yes  
 No

**Code Completion**

Contractor confirms project is complete. If project was completed under a building permit, contractor uploads the applicable Certificate of Occupancy or Certificate of Completion and proof that all building inspections have passed. The Certificate of Occupancy / Completion will be received from the building code office upon completion of final inspections and payment for any outstanding failed inspections fees. Please direct questions about the process to receive the Certificate of Occupancy or

7. If you saved a draft and need to return to it to complete it, repeat steps 1-3 and then select the FCCO process you saved previously.

**If you require assistance with the process or eBuilder in general, please inquire with your UCF Project Manager or at [eBuilderadmin@ucf.edu](mailto:eBuilderadmin@ucf.edu)**