**UNIVERSITY OF TOLEDO**

# FACILITIES AND CONSTRUCTION

# Contractor Project Close-out Checklist

*To be submitted with Final Payment Request.*

## UT Project Name       UT Project Number

## Contractor Name       Associate Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CONTRACTOR  | Contractor | A/E | PM | N/A |
|  |  |  |  |  |
| Certificate of Substantial Completion | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Finalized Certificate of Plan Approval (Lead Contractor)  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Payment Release Affidavit | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Final Certified Payroll Reports, **along w/Contractor’s and all Subs’ “Final Affidavit of Compliance – Prevailing Wages”** | [ ]  | [ ]  | [ ]  | [ ]  |
| Final Pay Application **w/EDGE Participation Final Report** | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Certificate of Warranty Commencement (w/any equip warranty certificates) | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Equipment Demonstration Certificate | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Other Inspection Certificates as applicable  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Contract Completion Certificate  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Key(s) returned receipt | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Signed Completed Punch List  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Attic Stock Sign-off  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Copy of fully-executed Contractor Substantial Completion Checklist | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
| Performance Evaluation of Architect/Engineer\* (May give directly to UT’s PM) | [ ]  | [ ]  | [ ]  | [ ]  |

*\* The “Firm Name” on this form is the name of the firm you are evaluating (Architect/Engineer firm name), not Contractor’s company name. The “Evaluator Organization” (Contractor’s company name) is requested at the bottom of Page 1 of this two-page form.*

**Final Certificate of Use and Occupancy (per building):** [ ]

**Warranty Inspection Date (11 Month Walk-Thru):**

Contractor Signature Date

Architect/Engineer Signature Date

UT Project Manager Signature Date