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| UNIVERSITY OF TOLEDOFACILITIES AND CONSTRUCTION |  |

# Contractor Substantial Completion Checklist

**(Required BEFORE Final Payment and Retainage Payment Requests are submitted.)**

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| PROJECT INFORMATION |
| UT Project Name |       |
| UT Project Number  |       |
| Associate Name |       |
| Contractor Name |       |
| Area(s) or Building(s) Involved |       |

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| ITEMS TO submit TO PROJECT MANAGER AT OCCUPANCY |
| [ ]  | **As-Built Drawings** | One hard copy ***and*** one digital copy on CD, DVD, or FTP in PDF file format. |
| [ ]  | **Submittals** | One digital copy on CD, DVD, or FTP in PDF file format of final approved submittals for each trade. |
| [ ]  | **Binder: Operations & Maintenance Manual** | One hard copy ***and*** one digital copy on CD, DVD, or FTP in PDF format. Include warranties. |

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| ITEMS TO submit TO ARCHITECT/ENGINEER AT OCCUPANCY |
| [ ]  | **As-Built Drawings** | One hard copy, full-size 24”x36” or 30”x42”. |

Contractor Signature Date

UT Project Manager Signature Date

UT FIS Signature Date