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| UNIVERSITY OF TOLEDO  FACILITIES 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