

UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION

Project Close-out Checklist



UToledo Project Name _____ UToledo Project Number _____

Contractor Name _____ Architect/Engineer Name _____

	Contractor	A/E	UToledo Project Manager	UToledo Fiscal/Contract Specialist	UToledo FIS
Contractor Documents	Mark all boxes in respective column (✓ or n/a)				
Contractor Final Payment Request ¹					
Prevailing Wage – Final Affidavit of Compliance ¹ (Include form for contractor and all Sub-Contractors)					
EDGE Final Report ¹					
Payment Release Affidavit ¹					
Certificate of Contract Completion ¹					
Certificate of Equipment Demonstration ¹					
Certificate of Substantial Completion ¹					
Certificate of Warranty Commencement ¹					
Project Excess (Attic) Stock ¹					
Key return receipts					
Signed completed punch list					
As-Built Drawings ²					
Final Approved Submittals for each trade ²					
Binder: O&M Manual and Warranties ²					
Other Inspection Certificates as applicable					
Performance Evaluation of Architect / Engineer ¹ (Submit directly to UT Project Manager)					
Schedule Warranty Inspection (11 Month Walk-Thru date):					
Architect / Engineer Documents					
Record Drawings (PDF) ²					
Record Drawings (AutoCAD) ² Bind all Xref and image files					
Project Specifications (PDF) ²					
Final Certificate of Use and Occupancy (if submitted for permit)					
Performance Evaluation of Contractor ¹					
Final Professional Services Payment Request ¹					

¹ UToledo form available for download (see project-closeout instructions for link).

² Reference "Project Close-out Instructions" for document format and instructions.

Contractor Signature _____ Date _____

Architect/Engineer Signature _____ Date _____

UToledo Project Manager Signature _____ Date _____

UToledo Fiscal / Contract Specialist Signature _____ Date _____

UToledo FIS Signature _____ Date _____

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