

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					✗
Prevailing Wage – Final Affidavit of Compliance (Include form for contractor and all Sub-Contractors)					✗
EDGE / Diverse Supplier Final Report					✗
Diverse Supplier Final Report					✗
Payment Release Affidavit					✗
Certificate of Contract Completion					✗
Certificate of Equipment Demonstration					✗
Certificate of Substantial Completion					✗
Certificate of Warranty Commencement					✗
Project Excess (Attic) Stock					✗
Key return receipts					✗
Signed completed punch list					✗
As-Built Drawings*				✗	
Final Approved Submittals for each trade*				✗	
Binder: O&M Manual and Warranties*					
Other Inspection Certificates as applicable				✗	
Performance Evaluation of Architect / Engineer (Submit directly to UT Project Manager)		✗			✗
Warranty Inspection (11 Month Walk-Thru) scheduled on: _____				✗	✗
Architect / Engineer Documents					
Record Drawings (PDF)*				✗	
Record Drawings (AutoCAD)* Bind all Xref and image files				✗	
Project Specifications (PDF)*				✗	
Final Certificate of Use and Occupancy (if submitted for permit)					
Performance Evaluation of Contractor					✗
Final Professional Services Payment Request					✗

*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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Page 1 of 1