



Facilities Department

### CONSTRUCTION CLOSE-OUT CHECKLIST

Date \_\_\_\_\_ UVU Project/PO # \_\_\_\_\_

Project \_\_\_\_\_ Project Manager \_\_\_\_\_

Contractor \_\_\_\_\_ Superintendent \_\_\_\_\_

A/E \_\_\_\_\_ Awarded Date \_\_\_\_\_ Completion Date \_\_\_\_\_

ITEM #	Responsible Person	DESCRIPTION OF ITEM	RECEIVED BY DATE	SIGNED OFF INITIALS	COMMENTS
1.	A/E	Punchlist and Signoff			
2.	P.M.	Fire Marshal's Approval			
3.	P.M.	Certificate of Substantial Completion			
4.	P.M.	Building Official's Certificate of Occupancy			
5.	Contractor	User Training Signoff			
6.	Contractor	Attic Stock Material Signoff			
7.	Contractor	Building Keys to User Signoff			
8.	Contractor	O&M's Furnished to A/E			
9.	Contractor	Warranties/Guaranties			
10.	Contractor	Record Set of Drawings Furnished to A/E			
11.	Contractor	Final Application for Payment			
12.	Contractor	Final Cleaning			