



## SUBSTANTIAL COMPLETION CHECKLIST

<b>Project Title:</b>		<b>Project Number:</b>	
<b>Agency:</b>		<b>Contractor:</b>	
<b>Facility:</b>		<b>Client Agency Rep:</b>	
<b>Architect/Engineer:</b>		<b>E&amp;AS Project Manager:</b>	

✓	ACTION:	VERIFIED																																					
		BY	DATE																																				
	1. Close-Out requirements identified at Construction Close Out Meeting																																						
	2. All FAs, COPs, and Change Orders submitted																																						
	3. All systems functioning as designed																																						
	4. Building Commissioning substantially complete (installation verification, system start up, functional testing, etc.)																																						
	5. All utilities and meters connected, tested and operational																																						
	6. Contractor's LEED submittals and reports completed and uploaded to USGB																																						
	7. Contractor submits notice of completion with remaining incidental corrective work (punch list)																																						
	8. A/E* schedules an inspection with the Owner, E&AS PM, and Contractor to inspect work and remaining punch list items. The A/E adds to contractor's punch list, creates a single supplemental punch list, and provides to the contractor within 2 business days.																																						
	9. Contractor establishes punch list completion schedule																																						
	10. If Partial Substantial Completion is established, per General Conditions Part 6.07, the areas substantially complete are: _____ Partial Substantial Completion date: _____																																						
	11. A/E* confirms receipt of approved:																																						
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	12. Notice from the A/E that the work is substantially complete																																						
	13. The E&AS PM and Owner determine the Substantial Completion date																																						
	14. Certificate of Substantial Completion issued and Warranty Period begins																																						

**Notes:**

\* If no there is no A/E for the project, the E&AS PM will complete  
Updated March 2016



DIVISION OF ENGINEERING & ARCHITECTURAL SERVICES

## CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT TITLE:

STATE PROJECT NUMBER:

CONTRACTOR:

A/E CONSULTANT:

OWNER/AGENCY:

DATE OF ISSUANCE:

### DEFINITION OF SUBSTANTIAL COMPLETION

Part 6, paragraph 6.07, of the General Conditions of the Contract. "Substantial Completion is the stage in the progress of the Work (or portion thereof designated and approved by Owner) when the construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can fully occupy the Work (or the designated portion thereof) for the use for which it is intended."

DESIGNATED PORTIONS OF THE PROJECT SHALL INCLUDE:

Work performed under this contract has been reviewed and to the best of our knowledge found to be substantially complete.

The **DATE OF SUBSTANTIAL COMPLETION** for the work described above is hereby established as: \_\_\_\_\_

The Contractor will complete or correct the work on the list of items attached hereto within \_\_\_\_\_ calendar days.

RECOMMENDED BY:

\_\_\_\_\_  
A/E CONSULTANT

BY \_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

RECOMMENDED BY:

\_\_\_\_\_  
OWNER/AGENCY

BY \_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

APPROVED BY:

\_\_\_\_\_  
CONTRACT AUTHORITY

BY \_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

ACKNOWLEDGED BY:

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

Items to be corrected: