

ENGINEERING AND ARCHTIECTURAL SERIVCES

ENERGY PROGRAM

ENERGY SERVICES CONSTRUCTION COMPLETION CHECKLIST

Project Title:	Project No.	Date:
----------------	-------------	-------

Agency: _____ Facility: _____

√	ACTION:																				
	1. Sub-contractor: Written notice of completion to ESCO.																				
	2. ESCO Inspection -- Establishes punch list.																				
	3. Sub-contractor completes punch list, and requests final inspection.																				
	4. ESCO confirms completion of punch list.																				
	5. ESCO issues Notice of Commencement of Energy Cost Savings and E&AS-PM approves.																				
	6. Final inspection: ESCO, E&AS-PM, Utility, & Owner - (Items found after final inspection will be placed on warranty list unless item significantly impairs operation of facility.)																				
	7. ESCO establishes punch list completion schedule and completes work identified on punch list.																				
	8. E&AS-PM confirms receipt of certificates, permits, manuals, training for: <table style="width:100%; border: none;"> <tr> <td style="width:45%;">a. Electrical Inspection</td> <td style="width:5%; text-align: center;"><input type="checkbox"/></td> <td style="width:45%;">e. Operator Training</td> <td style="width:5%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>b. Boiler Inspection</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>f. Post-Installation M&V Report</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>c. Air Quality Inspection</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>g. _____</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>d. O&M Manuals</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>h. _____</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	a. Electrical Inspection	<input type="checkbox"/>	e. Operator Training	<input type="checkbox"/>	b. Boiler Inspection	<input type="checkbox"/>	f. Post-Installation M&V Report	<input type="checkbox"/>	c. Air Quality Inspection	<input type="checkbox"/>	g. _____	<input type="checkbox"/>	d. O&M Manuals	<input type="checkbox"/>	h. _____	<input type="checkbox"/>				
a. Electrical Inspection	<input type="checkbox"/>	e. Operator Training	<input type="checkbox"/>																		
b. Boiler Inspection	<input type="checkbox"/>	f. Post-Installation M&V Report	<input type="checkbox"/>																		
c. Air Quality Inspection	<input type="checkbox"/>	g. _____	<input type="checkbox"/>																		
d. O&M Manuals	<input type="checkbox"/>	h. _____	<input type="checkbox"/>																		
	9. Substantial Completion (If partial completion, attach letter describing phase or segment included in substantial completion). Warranty period begins on the date of substantial completion for the phase or segment included. Substantial Completion Date: _____																				
	10. E&AS-PM confirms receipt from ESCO: <table style="width:100%; border: none;"> <tr> <td style="width:45%;">a. As-built Drawings</td> <td style="width:5%; text-align: center;"><input type="checkbox"/></td> <td style="width:45%;">f. Spare material and parts</td> <td style="width:5%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>b. Shop Drawings</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>g. Commissioning/Balancing Reports</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>c. Test Reports</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>h. Warranty responsibility contacts</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>d. Disposal Manifests</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>i. _____</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>e. Certificate of Warranty</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>j. _____</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	a. As-built Drawings	<input type="checkbox"/>	f. Spare material and parts	<input type="checkbox"/>	b. Shop Drawings	<input type="checkbox"/>	g. Commissioning/Balancing Reports	<input type="checkbox"/>	c. Test Reports	<input type="checkbox"/>	h. Warranty responsibility contacts	<input type="checkbox"/>	d. Disposal Manifests	<input type="checkbox"/>	i. _____	<input type="checkbox"/>	e. Certificate of Warranty	<input type="checkbox"/>	j. _____	<input type="checkbox"/>
a. As-built Drawings	<input type="checkbox"/>	f. Spare material and parts	<input type="checkbox"/>																		
b. Shop Drawings	<input type="checkbox"/>	g. Commissioning/Balancing Reports	<input type="checkbox"/>																		
c. Test Reports	<input type="checkbox"/>	h. Warranty responsibility contacts	<input type="checkbox"/>																		
d. Disposal Manifests	<input type="checkbox"/>	i. _____	<input type="checkbox"/>																		
e. Certificate of Warranty	<input type="checkbox"/>	j. _____	<input type="checkbox"/>																		
	11. All change orders approved and processed.																				
	12. ESCO provides accounting of final costs, along with final invoices if not previously submitted.																				
	13. Utility written acceptance, as required.																				
	14. Facility representative written acceptance (if required).																				
	15. ESCO submits Affidavit of Wages Paid to Labor & Industries (L&I).																				
	16. ESCO receives Affidavit of Wages Paid back from L&I with Industrial Statistician approval.																				
	17. E&AS- PM fills out Completion Notice Form and obtains appropriate signatures. This establishes final acceptance date.																				
	18. E&AS notification of Final Acceptance to ESCO and Client Agency.																				

ENERGY SERVICES CONSTRUCTION COMPLETION CHECKLIST

√	ACTION:
	19. Final Acceptance is advertised by E&AS and 45 day Lien period begins.
	20. E&AS-PM: Approves ESCO retainage invoice and submits to Client Agency.
	21. E&AS-PM: Requests submission of invoice for project management fees to Client Agency.
	22. E&AS-PM: Request Contracts to extend IAA for Measurement and Verification (M&V) period as appropriate.
	23. Client Agency: <ul style="list-style-type: none">• Receives approved invoice and Affidavit of Wages Paid.• Submits State of Washington "Notice of Completion of Public Works Contract" form F215-038-000 http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2404 to the Department's of Labor and Industries, Revenue and Employment Security. All known contractors are to be listed on the request form.• Receives "Retainage Release" letter from the Department's of Labor and Industries.• Receives "Certificate of Payment of State Excise Taxes by Public Works Contractor" from Revenue.• Receives "Certificate of Payment of Contributions, Penalties and Interests on Public Works Contract" from Employment Security.• Verifies from E&AS-PM there are no current claims against the contractor.• Release correct amount of retainage from escrow after 45 day retainage period and receipt of above documents.
	24. E&AS amends ESCO agreement to contract for M&V of project performance.
	25. ESCO: Satisfies warranty items as required and performs M&V of project performance.
	26. E&AS-PM: Close construction file and continues to review M&V of project performance.

NOTE: If ESCO has not completed the punch list and items 8 and 10 above on schedule, the following steps (in the order shown) should be considered.

1. Withhold progress payment for work not completed.
2. Negotiate revised punch list completion schedule with the ESCO and evaluate performance.
3. E&AS- PM consider sending letter to bonding company requesting they complete the project.