

ENERGY PROJECT COMPLETION NOTICE

Project Info	Project Number		
	Project Title		
	Portion Completed	<input type="checkbox"/> Audit/Study <input type="checkbox"/> Professional Services	<input type="checkbox"/> Construction Phase <input type="checkbox"/> Measurement and Verification (M&V)
Verification Checklist	<input type="checkbox"/> B2Gnow has no discrepancies <input type="checkbox"/> LNI has no missing data <input type="checkbox"/> PM has turned in all documents to Contracts <input type="checkbox"/> PM has confirmed invoices match contractual values		
Actions Required	<input type="checkbox"/> Close/terminate ESCO Agreement No.: _____ <input type="checkbox"/> Issue Acceptance Notice on Contract No.: _____ <input type="checkbox"/> Close Project Files (Note: due when closing last contractual document in project) <input type="checkbox"/> Close/terminate M&V agreement No.: _____ <input type="checkbox"/> IAA (Note to CS: send e-mail to close in ECMS) No.: _____		
Dates	Commencement of Energy Savings		
	Substantial Completion* (Energy Program Project Manager)		
	Warranty Period		Start: End:
Signatures	Energy Program PM		Date:
	ESCO Project Manager		Date:
	Client Agency		Date:
	Energy Program Manager		Date:
	Final Acceptance Date (Energy Program Manager)		

***Note to PM:** If different from commencement date, provide an explanation in the Notes section on Page 2.

Notes