



Project Title:		Project/JOC/Work Order No.:		
Project Manager:		Client Agency:		
Contractor:		Architect/Engineer:		
Actions	Reference Info.	Verified		
		By (initials)	Date	
<b>Final Completion Process</b>				
1.	Contractor: Submit written notice that all incidental corrective work (punch list) is completed.	GC 6.09; per Spec.		
2.	Contractor: Confirms affidavit of wages paid, approved by LNI, for the contractor and all tiers of subcontractors that performed work on the project.	GC 5.04C		
3.	Contractor: All work done per contract			
	Print Name: _____ Signature: _____		Date: _____	
4.	A/E: In consultation with FPS PM and Owner, conduct a final on-site inspection of punch list to confirm completion.	GC 6.09; per Spec.		
5.	A/E: Confirms review and approval and acceptance of final "As-Built" Record Documents from contractor.	GC 4.02		
6.	A/E: Confirms all LEED documentation complete and submitted to US Green Building Council.			
7.	A/E: Verify all FAs and COPs resolved, approved, and all Change Orders processed.	GC 6.09		
8.	A/E: Verifies all post- commissioning fine-tuning is complete, and issues resolved.	GC 6.09; per Spec.		
9.	PM: Submit Commissioning Final Report (except seasonal testing).	GC 6.09; per Spec.		
10.	A/E Recommendation of Acceptance (All work acceptable per Contract)			
	Print Name: _____ Signature: _____		Date: _____	
11.	Client Agency Recommendation of Acceptance			
	Print Name: _____ Signature: _____		Date: _____	
12.	PM Determination of Date of Final Completion			Final Completion Date:
	Print Name: _____ Signature: _____			
<b>Final Acceptance Process</b>				
13.	PM: Verify any and all claims and/or disputes resolved.	GC 6.09		
14.	PM: Verify final contractor invoicing complete (100% & retainage as applicable*). *Retainage invoice cannot be paid until after LNI, DOR & ESD Reviews	GC 6.09; per Spec.		
15.	PM: Uses the LNI portal to verify all affidavits and certified payroll, including lower tier subcontractors, submitted to LNI.	GC 5.04 RCW 39.12.040		
16.	PM: Uses the LNI portal and approved affidavits to verify apprentice participation is ____%. Processes incentive payments for meeting the 15% apprentice goal. If the goal wasn't achieved, forwards the good faith effort to the APM or calculates the penalty to be \$_____.	GC 10.12; per Spec.		
17.	PM: Verify that audits are up to date through the Final Completion Date (except retainage) within <b>DES Diversity Compliance program (B2Gnow)</b> .			
18.	PROGRAM MANAGER OR APM Approves Closing the Contract			
	Print Name: _____ Signature: _____		Date: _____	
19.	PM: Issues the Notice of Completion (NOC) for projects above \$35,000 within LNI. For DOC and DSHS projects, Fiscal issues NOC. *Notifies CS that NOC has been issued			
20.	PM: Verify that all documents are retained as per DES policy.			
21.	CS: Closes the contract and advertises the <b>Final Acceptance date</b> . 45-day lien period begins. Notifies the PM, A/E, Client Agency, and Contractor that the contract has been accepted.			Final Acceptance Date:
	Print Name: _____			
22.	PM: Verifies that all <b>B2Gnow</b> audits are marked final and notifies CS to close the contract.			
23.	PM: Verifies that the contract in the DES Diversity Compliance program (B2Gnow) has been closed by the CS.			
<b>45 Day Lien Period Expires &amp; Notice of Completion has been accepted by LNI. (Steps 24-27 are completed after 45 Day Lien Period.)</b>				
24.	PM: Verifies all agency releases are received (LNI, DOR, ESD) and sent to the CS.			
25.	PM: Verifies that the Client Agency has released the retainage for projects that don't have a retainage bond.			



26.	PM: Verifies with the CS that the Project Master in PTS is closed.		
27.	PM: Sends completed Final Acceptance Checklist to CS to be saved in the project file.		

Notes:

1. References provided are for information. Contractor shall refer to the Contract Documents to fulfill all contract requirements.
2. If there are consultants for the project, the FPS PM will reconcile and issue a consultant completion request.
3. If there are no consultants for the project, the FPS PM will mark "NA" for all A/E related line items.

Notes: