**State of Kansas – Project Closeout Checklist**

Department of Administration, OFPM-DCC

|  |  |
| --- | --- |
| project Name / location |  |
| Agency |  |
| DCC project number |  |
| date |  |

CONTRACTOR MUST HAVE THE FOLLOWING ITEMS COMPLETED AND APPROVED TO receive FINAL payment.

Check when complete or write NA in the blank if not applicable

\_\_\_\_ Punchlist items

\_\_\_\_ All warranties and instructions have been delivered to the Owner

\_\_\_\_ All keys have been delivered to the Owner.

\_\_\_\_ All maintenance equipment and tools have been delivered to the Owner.

\_\_\_\_ All extra materials and spare parts have been delivered to the Owner.

\_\_\_\_ Certificate of (Partial) Occupancy. Certificate of Occupancy executed by the OFPM-DCC is on file.

\_\_\_\_ Final Completion paperwork

\_\_\_\_ If Commissioning is the responsibility of the contractor, it has been completed and commissioning report has been delivered to the Project Architect/Engineer.

\_\_\_\_ If Testing and Balance is the responsibility of the contractor, approved reports have been completed and delivered to the Project Architect/Engineer.

\_\_\_\_ In projects which have security related design elements, the architect and engineer shall return all security related shop drawings to the Owner.

\_\_\_\_ Operations and Maintenance manuals have been delivered to the Project Architect/Engineer, have been reviewed for completeness and have been delivered to the Owner.

\_\_\_\_ Training and demonstrations of as required by the specifications has been completed.

\_\_\_\_ Record Documents have been delivered to the Project Architect/Engineer. (Reference Document D – General Conditions of the Contract Article 17 paragraph AA)

\_\_\_\_ Final Cleaning has occurred to the satisfaction of the Owner and Project Architect/Engineer.

COMPLETED AND VERIFIED BY:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*A copy of this form shall be submitted to DCC as an attachment to the Form 571 - Certificate of Project Completion / Affidavit of Contractor.*