

## CONTRACTOR CLOSEOUT CHECKLIST

Project No. / Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

- Certification of Contract Completion (F390-01) + Contractor's Punch List
- Letter from A/E stating that all punch list items have been completed
- Certification of Warranty Commencement (F390-02)
- Certification of Equipment Demonstration (F390-03) with a copy of all training session sign-in sheets, videos, and training manuals
- Inspection certificates issued by the Department of Commerce (GC 6.25)
- Letter of Approval from the local or State Fire Marshall (GC 6.25)
- 1 hard copy + PDF of Operation and Maintenance Manuals (GC 6.25)
- Construction Site Documentation including Daily Reports and Digital Photographs
- Marked up as-built drawings and/or BIM coordination model sent to A/E (GC 6.25)
- HVAC Testing and Balance Report
- Certificate of Occupancy issued by the Department of Commerce, Division of Industrial Compliance  
**E-mailed directly to CSU after all inspections are complete**
- Payment Release Affidavit (F390-04)
- Final certified payroll reports (GC 6.25) + Affidavit of Compliance Prevailing Wages
- MBE/EDGE subcontractor payment confirmation (last page of pay app)
- Final payment request (including any outstanding change orders)
- Attic stock materials delivered to Facilities/ Plant Services – with each item labeled
- Any keys, construction cores and/or other hardware turned over to PM

*The above forms listed as (F390-X) may be obtained electronically at <http://ofcc.ohio.gov/Documents.aspx>*

The above named Contractor has submitted the necessary forms to be in compliance with Closeout of the General Conditions in the Contract Manual and Specifications. This section specifies documents to be submitted by the Contractor as a condition precedent to execution of the Certificate of Contract Completion, release of retainage, and final payment.

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_