

CONTRACTOR CLOSEOUT CHECKLIST

Project No / Name: _____

Contractor Name: _____

- Certification of Contract Completion (F390-01) + Contractor's Punch List
- Certification of Warranty Commencement (F390-02)
- Certification of Equipment Demonstration (F390-03)
- Inspection certificates issued by the Department of Commerce (GC 6.25)
- Letter of Approval from the local or State Fire Marshall (GC 6.25)
- 3 hard copies (1 if small project) + PDF of Operation and Maintenance Manuals (GC 6.25)
- PDF of all approved submittals and shop drawings (GC 6.25)
- Marked up as-built drawings sent to A/E (GC 6.25)
- Record of Final Inspection of Contractor's Work – filled out by A/E/consultant
- Certificate of Occupancy issued by the Department of Commerce, Division of Industrial Compliance - **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 submitted to FM
- CSU contractor/subcontractor ID badges and keys returned
- Written approvals/permission to release retention funds from end user(s), AC&SS, EHS, FM, IS&T

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 Article 6 – Construction and 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: _____