

BOWLING GREEN STATE UNIVERSITY
Office of Design and Construction
CONTRACTOR PROJECT CLOSEOUT PROCEDURES/CHECKLIST

Project Name: _____ BGSU ODC Project Manager: _____

Contractor: _____ Consultant: _____

In order to achieve a complete and commissioned project, each contractor is responsible for providing the items listed below before the release of retainage payment request. All applicable required items below must be brought to the Master Closeout meeting for review and any applicable signatures.

Item No.	Required Items and/or Documentation	Date Received/ Signed Off	Check if Not Applicable N/A
1.	Final approval of Certificate of Plan Approval (On Site Building Permit)* <i>Bring sign-off form, including the permit set and any special inspections sign offs.</i>		N/A
2.	As-Build Drawings* <i>Bring as-build drawings for review and transfer to Consultant or BGSU, if no Consultant.</i>		N/A
3.	Return of Borrowed Keys* <i>Bring signed memo or e-mail from University Lock Shop stating University keys have been returned.</i>		N/A
4.	Receipt for delivery of extra materials.* <i>Bring receipt of who it was delivered to and where.</i>		N/A
5.	ITS approval* <i>Bring signed memo or e-mail from University ITS Department stating all requirements have been met.</i>		N/A
6.	Letter declaring Punch List items are completed.*		N/A
7.	Operation and Maintenance Manuals (3 sets)* <i>Manuals will be turned over to the Data Hub & Resource Center Manager.</i>		N/A
8.	Affidavit of Contractor* <i>This form is available on-line at http://www.bgsu.edu/downloads/finance/file42621.PDF</i>		N/A
9.	Certification of Warranty Commencement* <i>This form is available on-line at http://www.bgsu.edu/downloads/finance/file42623.pdf</i>		N/A
10.	Certificate of Contract Completion* <i>This form is available on-line at http://www.bgsu.edu/downloads/finance/file42625.PDF</i>		N/A
11.	Certification of Equipment Demonstration* <i>This form is available on-line at http://www.bgsu.edu/downloads/finance/file42622.pdf</i>		N/A
12.	Final Retainage Payment Request <i>Optional at closing, but recommended.</i>		N/A

* Indicates an item that must be brought to the Master Closeout Meeting.