

BGSU Office of Design & Construction
Contractor Master Closeout Procedures for Design Consultants

1. Within the six weeks preceding contract completion, the closeout procedures as described below shall be discussed with all applicable contractors to ensure a timely and comprehensive Project Closeout.
2. When all construction is complete and no later than contract completion date, the Design Consultant/BGSU Project Manager, in the Office of Design & Construction, shall call for the Master Closeout meeting. The Consultant shall schedule the meeting no later than two weeks past the contract completion date, and when all Project construction and Punch List items are confirmed complete. Meeting attendees shall include the BGSU Project Manager and Facilities Information Manager, contractors, design consultant, BGSU Campus Operations representative, BGSU Operations Manager if a Firelands Campus project, and the BGSU ODC Sr. Budget Coordinator.
3. The Design Consultant shall prepare, and send to the BGSU Project Manager, a confirmation e-mail one week before the Master Closeout meeting indicating:
 - All contractors will be attending the closeout meeting,
 - List of who will be attending for each contractor,
 - Confirmation that all required applicable closeout list items, from each contractor, will be brought to the Master Closeout meeting,
 - Verification that all applicable required items on the “Contractor Project Closeout Procedures/Checklist” are completed.

Notes: If an In-House Design Project, BGSU Project Manager will be responsible for Design Consultant’s responsibilities. It should be understood these closeout procedures are applicable for most projects but may not be completely attainable for a small percentage of special case projects.

Released: 09/19/2016