

**Bowling Green State University
Office of Design and Construction
Contractor Project Closeout 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 as listed below, before the release of final retainage request will be processed for payment. All applicable required items below must be brought to the Master Closeout meeting for any applicable signatures.

Item No.	Required Items and/or Documentation	Date Received/ Signed Off	Check If Not Applicable
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>		
2.	As-Built Drawings. * <i>Bring as-built drawings for transfer to Consultant or BGSU, if no Consultant.</i>		
3.	Return of Borrowed Keys Verification. * <i>CM and General Contracting bid type projects with one contractor in charge shall be responsible for this item which shall include all of their subcontractors. Provide receipt verifying return of all keys from Campus Operations.</i>		
4.	Receipt for delivery of extra materials. * <i>Provide receipt of who it was delivered to and where.</i>		
5.	ITS approval. * <i>Bring signed memo or e-mail from University ITS Department stating all requirements have been met.</i>		
6.	Letter from contractor declaring Punch List items are completed plus additional letter of verification from design consultant confirming all items have been back checked for completion.*		
7.	Verification of completion and submission to Design Consultant of Arc Flash and Electrical coordination study, completion of Arc Flash labeling, and submission of all study documents to BGSU.* <i>Provide per the requirements available online at https://www.bgsu.edu/content/dam/BGSU/design-and-construction/documents/Standards/Close-Out-Requirements-for-Contractors.pdf</i>		
8.	Operation and Maintenance, Warranty, and Closeout Manuals. (Each are separate documents). * <i>Provide per the requirements available online at https://www.bgsu.edu/content/dam/BGSU/design-and-construction/documents/Standards/Close-Out-Requirements-for-Contractors.pdf</i>		
9.	Letter declaring all new equipment and materials installed are asbestos free.		
10.	BGSU Environmental Health and Safety Asbestos Abatement Documentation Form. * <i>This form is available on-line at https://www.bgsu.edu/content/dam/BGSU/envhs/documents/Asbestos-Abatement-Documentation-Form.pdf</i>		
11.	Payment Release Affidavit. * <i>This form is available on-line at http://ofcc.ohio.gov/Documents.aspx (Form F390-04 - Forms/Construction Tab)</i>		
12.	Certificate of Warranty Commencement. * <i>This form is available on-line at http://ofcc.ohio.gov/Documents.aspx (Form F390-02 - Forms/Construction Tab)</i>		
13.	Certificate of Contract Completion. * <i>This form is available on-line at http://ofcc.ohio.gov/Documents.aspx (Form F390-01 - Forms/Construction Tab)</i>		
14.	Certificate of Equipment Demonstration. * <i>This form is available on-line at http://ofcc.ohio.gov/Documents.aspx (Form F390-03 - Forms/Construction Tab)</i>		
15.	Final Retainage Payment Request. <i>Optional at closing, but recommended.</i>		
16.	BGSU Project Manager to complete the Contractor and A/E Evaluation Rating Forms prior to this close out meeting for discussion and review at conclusion of meeting. BGSU Project Manager to provide completed form to Lori Firsdon for filing. *		

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