

**Bowling Green State University  
Office of Design and Construction  
Design Consultant Project Closeout Checklist**

Project Name: \_\_\_\_\_ BGSU ODC Project Manager: \_\_\_\_\_

Consultant: \_\_\_\_\_ Contractor: \_\_\_\_\_

**In order to receive payment of the basic services closeout fee after completion of all work, the design consultant shall provide the items listed below before final payment will be made. This form must be completed and provided with the payment request, including all applicable verification letters. Items 1 and 2 below must be prior submitted and approved by the BGSU Facilities Information Manager.**

Item No.	Required Items and/or Documentation	Approval and Receipts required of items listed.	Check If Not Applicable
1.	Record 3D BIM Model. <i>Provide per the requirements available online at <a href="https://www.bgsu.edu/content/dam/BGSU/design-and-construction/documents/Standards/Close-Out-Documents-Requirements-for-DC.pdf">https://www.bgsu.edu/content/dam/BGSU/design-and-construction/documents/Standards/Close-Out-Documents-Requirements-for-DC.pdf</a></i>		
2.	Record Drawings and Specifications. <i>Provide per the requirements available online at <a href="https://www.bgsu.edu/content/dam/BGSU/design-and-construction/documents/Standards/Close-Out-Documents-Requirements-for-DC.pdf">https://www.bgsu.edu/content/dam/BGSU/design-and-construction/documents/Standards/Close-Out-Documents-Requirements-for-DC.pdf</a></i>		
3.	Office of Facilities Information Approval <i>E-mail from Office of Facilities Information stating Record Drawings, Specifications, and if applicable Record 3D BIM Model requirements have been met.</i>		
4.	Return of Borrowed Keys. <i>Verified by letter of receipt from Campus Operations.</i>		
5.	Verification letter indicating all additional fees, including change order fees already approved by BGSU have been submitted.		
6.	Verification letter indicating that all work indicated on the drawings and in the specifications, including any work added by change order was actually installed.		
7.	Verification letter that all punch list items were back checked for completion. Note: this item needs verification before the Contractor Master Project Closeout meeting.		
8.	11 Month Warranty Walkthrough date scheduled.		
9.	Hazardous material sub-consultant documentation of asbestos and other hazardous materials removal received.		
10.	BGSU Project Manager to complete A/E Evaluation Rating Form prior to Contractor Master Closeout meeting for discussion and review at conclusion of meeting. BGSU Project Manager to provide completed form to Lori Firsdon for filing.		