

TUSKEGEE UNIVERSITY
CONSTRUCTION CLOSEOUT CHECKLIST

Project Name:		General Contractor:	
TU Project Mgr:		Orig. Contract Amt.	
Bid Date:		Final Contract Amt:	
NTP Date:		# of Calendar Days:	
(3) O & M's	(2) Warranty/Close-out Binders*	Substantial Comp.	
NO.	DESCRIPTION	Date PM Received	Received by TU F/P
1.	Operation and Maintenance Manual See Specs for requirements. (2 copies tabbed & indexed)		
2.	Training sessions for Owner's personnel as required - See Specs		
3.	Receipt of Certificate of Occupancy from City		
4.	Receipt of approved HVAC Test and Balance Report and Documented Functional Performance Testing by the Commissioning Agent (if applicable)		
5.	"As-Built" Drawings & Control Drawings "As-Built" Specifications on Disk (AutoCAD format and labeled accordingly) record drawings into mass-storable paper cover sheets; print titles, dates and other identification on the cover of each set.		
6.	Fire Alarm Certificate (submit original)		
7.	Receipt of Carpet Certificate (ASTM Standards for Flame Spread and Smoke Development) - See Specs		
8.	Receipt of Load Test for Elevator (submit original)		
9.	Boiler Permit/Inspection		
10.	Insurance Information submitted to Owner		

*Two copies of each required warranty, bound in heavy duty 3-ring binders, tabbed, per division. When warranted comes with manuals, provide an additional copy of each required warranty for inclusion in each O & M. Label each binder, front & spine with name of contractor. All Closeout documents must be originals and placed in 3-ring binders with dividers, organized by the Specification Table of Contents.