

**OFFICE OF CONSTRUCTION**  
**Construction Project Close-Out Checklist**

**Project Name:**

**Project No.:**

**A/E Firm:**

**Contractor:**

ITEM	RESPON.	DESCRIPTION OF ITEM	RECEIVED BY	DIOCESE APPROVAL
1	A/E	Certificate of Substantial Completion, Final Completion, and Punch-List		
2	A/E	Plans & CAD Disks, DOSP Building Report Form, and Project Correspondence		
3	A/E	Approved Shop Drawings/Material Samples/Shop Drawing Log		
4	A/E	Acceptance by A/E of all Work including Punch List		
5	Con.	Completion of all Work Including Punch List, Letter from Contractor		
6	Con.	Evidence of Insurance in effect for 12 Months from date of Substantial Completion		
7	Con.	Contractor's Letter of Guaranty to Diocese in Close-Out		
8	Con.	Record "As-Built" Drawings by Licensed Engineer		
9	Con.	Coordination Drawings		
10	Con.	Spare Parts List as specified		
11	Con.	Original Warranties as specified		
12	Con.	Attic Stock as specified		
13	Con.	O & M Manuals as specified		
14	Con.	Valve Tag Chart as specified		
15	Con.	Approved Air/Water Testing & Balancing Report (if applicable)		
16	Con.	Acceptance of Fire Suppression System (if applicable)		
17	Con.	Instruction and Demonstration of all Mechanical/Electrical Equipment		
18	Con.	Change orders fully executed		
19	Con.	Contractor's Affidavit		
20	Con.	Release of Mechanics Liens		
21	Con.	Final Release & Indemnity Agreement		
22	Con.	Consent of Surety Company to Final Payment		
23	Con.	Satisfaction of Building Contract		
24	Con.	Final Application for Payment		
25	Con.	Certificate of Occupancy		
26	Diocese	Lien Check		