



**Designated Local Facilities Manager (DLFM)  
Project Closeout Checklist**

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

No.	Description	Scheduled Completion	Actual Completion	Comments
1	Obtain Temporary Certificate of Occupancy (if final cannot be issued due to outstanding items) Identify Expiration Date: _____			
2	Obtain Final Certificate of Occupancy			
3	Notify entity responsible for O&M via email of Start of Warranty Date; Identify Date: _____			
4	Verify Punchlist is Complete			
5	Obtain Exhibit L - Final Certification of Costs for Capital Asset Accounting			
6	Obtain Exhibit M - Certificate of Material Completion			
7	Obtain Exhibit N - Certificate of Final Completion			
8	Obtain Exhibit O – Georgia Based Materials and Products Checklist			
9	Obtain Warranty			
10	Obtain Non-Influence Affidavit			
11	Obtain Statutory Affidavit			
12	Obtain Roof/Wall Bond (if applicable)			
13	Obtain Consent of Surety to Release Retainage (if project was bonded)			



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14	Submit Final Pay Request/Closeout Forms to per DLFM Workflows (varies per project delivery type)			
15	Obtain Operation & Maintenance Manuals, as applicable from: CM firm Graphics Vendor Audio Visual Contractor FF&E Contractor(s)	_____ _____ _____ _____	_____ _____ _____ _____	
16	Hold Training Sessions for entity responsible for O&M and for end-user for building systems operations			
17	Obtain Attic Stock (if applicable)			
18	Transfer of Utilities to UGA (as applicable): Electrical Gas Water Other: _____	_____ _____ _____ _____	_____ _____ _____ _____	
19	Send ASHRAE 110 Test forms to FMD Engineering and to ESD (for all fume hoods installed )			
20	For Building Automation Systems that use ALC, verify with FMD that ALC Graphics are accepted			
21	Obtain Elevator Final Inspection Certificate (if applicable)			
22	Obtain Health Inspection Permit (if applicable)			
23	Transfer of Insurance to UGA by emailing UGA Insurance & Claims			
24	Review Warranty Procedure with End-User			



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25	Review Special Warranties with End-User			
26	Provide Keys/Key Cards to End-User			
27	Identify Maintenance Agreements with End-User and Review with entity responsible for O&M			
28	Provide Filter List to entity responsible for O&M			
29	Accept Final Test & Balance Report and issue to entity responsible for O&M via email			
30	Accept Final Commissioning Report and issue to entity responsible for O&M and FMD via email (if project was commissioned)			
31	Deliver original State Fire Marshal Permit Plans to ESD			
32	Submit GIS Info for Site Utilities to OUA GIS Coordinator			
33	Issue final change order to reconcile final contract amount for: Construction Manager Design Professional Audio/Visual Contractor Graphics Contractor Other: _____ Other: _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____	
34	Submit As-Builts/Surveys of Site Utilities to local public utilities or other jurisdictions as applicable			
35	Request Easement with UGA Real Estate Foundation through OUA GIS Program Coordinator if applicable			



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36	Issue As-Built Documents, Submittals, Warranties, Training Videos, etc. to FMD and to OUA PM Electronically. OUA PM to identify pathway for locating electronic documents as follows:			