



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

Project Name: _____

Project Number: _____

#	Description	Completed	Comments
1	Obtain Final Certificate of Occupancy; Identify Date on certificate: _____		
2	Confirm Punchlist is Complete		
3	Submit Exhibit L - Final Certification of Costs for Capital Asset Accounting		
4	Submit Exhibit M - Certificate of Material Completion		
5	Submit Exhibit N - Certificate of Final Completion		
6	Submit Exhibit O - Georgia Based Materials and Products Checklist		
7	Submit Warranty and identify date warranty begins		
8	Submit Non-Influence Affidavit		
9	Submit Statutory Affidavit		
10	Submit Roof/Wall Bond (if applicable)		
11	Submit Consent of Surety to Release Retainage (if project was bonded)		
12	Submit Final Pay Request		
13	Submit electronic copies of Operation & Maintenance Manuals and As-Built Drawings		
14	Hold Training Sessions for entity responsible for O&M and for end-user for building systems operations		
15	Provide Attic Stock (if applicable)		
16	Confirm letter has been sent to UGA requesting transfer of insurance and utilities out of contractor's name and into UGA's name (if applicable).	_____ _____ _____ _____	
17	Obtain Elevator Final Inspection Certificate (if applicable)		
18	Review Warranty Procedure with DLFM/End-User		
19	Review Special Warranties with DLFM / End-User		
20	Provide Keys/Key Cards to DLFM / End-User		



**UNIVERSITY OF
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21	Identify Maintenance Agreements with DLFM		
22	Provide Filter List as part of O&Ms		
23	Submit Final Test & Balance Report as part of O&Ms to DLFM		
24	Deliver original State Fire Marshal Permit Plans to DLFM		
25	Submit GIS Info for Site Utilities to DLFM as part of as-built documents		
26	Issue Final Change Order to Reconcile Contract Amount to DLFM		