

**DFCM PROJECT CLOSEOUT CHECKLIST**

Punchlists	Date Completed	Signoff - Initial
<input type="checkbox"/> Architectural Punchlist and signoff		
<input type="checkbox"/> Civil Punchlist and signoff		
<input type="checkbox"/> Structural Punchlist and signoff		
<input type="checkbox"/> Mechanical Punchlist and signoff		
<input type="checkbox"/> Electrical Punchlist and signoff		
<input type="checkbox"/> Landscaping Punchlist and signoff		
<b>Certificates</b>		
<input type="checkbox"/> Fire Marshal's approval		
<input type="checkbox"/> Certificate of Substantial Completion		
<input type="checkbox"/> DFCM Inspector's final report		
<input type="checkbox"/> Building Official's Certificate of Occupancy		
<input type="checkbox"/> Elevator Inspector's final inspection		
<input type="checkbox"/> Boiler Inspector's final inspection		
<b>Final Documentation</b>		
<input type="checkbox"/> User Training signoff		
<input type="checkbox"/> Attic Stock Material signoff		
<input type="checkbox"/> Building keys to user signoff		
O&Ms furnished to AE		
Test and Balance reports		
Record of Equipment start ups		
Chlorination report		

Warranties/Guaranties		
Smoke Evacuation certification		
Water Analysis report		
System Flush Certificate		
Product Cut sheets		
Boiler Inspection		
Record Set of drawings furnished to AE		
Release and Waiver forms (from DFCM's web site)		
Consent of Surety		
<input type="checkbox"/> Extended Contractor Maintenance Agreements		
FINAL INSPECTION		
Final inspection completed		

DFCM PM Sign off

Date