



**SECTION 01 78 00.01
CLOSEOUT DOCUMENTS CHECKLIST**

~~~~~ PROJECT NOTE ~~~~~

EDIT THE DOCUMENT FOOTER TO INCLUDE THE PROJECT NAME AND NUMBER.

ALL DIVISION 00 AND DIVISION 01 SECTIONS ARE TO BE REVIEWED BY THE DESIGN MANAGER/CONSTRUCTION MANAGER FOR THE PROJECT. AOR/EOR TO COORDINATE ACCORDINGLY.

NOTE 1: AOR, PM AND DM REVIEW AND UPDATE APPLICABLE COLUMN - NO LATER THAN 100% CD. THIS UPDATED CHECKLIST IS A NEW REQUIREMENT FOR PROJECT OTB ISSUANCE. PM IS RESPONSIBLE FOR THIS CHECKLIST UPDATE PRIOR TO OTB.

NOTE 2: CONTRACTOR TO USE SUBMITTAL MODULE IN E-BUILDER TO SUBMIT FOR REVIEW AND APPROVAL BY AOR ALL APPLICABLE ITEMS INCLUDED WITHIN THIS CHECKLIST. CONTRACTOR IS RESPONSIBLE FOR THIS ACTION. AOR IS RESPONSIBLE FOR REVIEW OF SUBMITTED ITEMS.

NOTE 3: CONTRACTOR, AOR, PM AND DM REVIEW CLOSEOUT DOCUMENTS IN ACCORDANCE WITH THIS CHECKLIST. ONCE COMPLETE AND AGREED UPON BY THESE PARTIES, THE AOR INITIATES THE FA IN E-BUILDER WITH THIS SIGNED CHECKLIST ATTACHED. PM IS RESPONSIBLE FOR CONFIRMATION BEFORE FA IS ROUTED IN E-BUILDER.

NOTE 4: CPS PMO CLOSEOUT MANAGER WILL REVIEW CLOSEOUT DOCUMENTS IN E-BUILDER AND MAKE REVIEW COMMENTS AS NECESSARY. ANY REJECTIONS WILL REQUIRE CONTRACTOR TO PROVIDE CORRECTED DOCUMENTS TO AOR AND PM FOR REVIEW. AOR WILL RE-INITIATE THE FA AFTER REVIEW BY PM.

NOTE 5: TO AVOID DELAYS TO CLOSEOUT, IT IS CRITICAL THAT ALL PARTIES PERFORM THEIR RESPECTIVE RESPONSIBLE ACTIONS. ALL "PROJECT NOTE" TEXT IS TO BE REMOVED FOLLOWING REVIEW OF THE CONTENT OF EACH NOTE BY THE AOR/EOR.

~~~ END OF PROJECT NOTE ~~~

PROJECT INFORMATION	
Project Number:	
School Name:	
School Address:	
General Contractor:	
Architect of Record:	
CPS PMO PM:	

ONE (1) HARD COPY OF:	APPLICABLE? Y/N	INCLUDED AT PAGE TURN
Original, marked-up, red-lined Record Prints		
Full-size sets of as-built CAD Drawing plots - updated title block with "As-Built Prepared MM/DD/YY by ABC Contractor" on each sheet		
One (1) 3-Ring binder containing the following close out documents, separated by tabs for each section in accordance with the table of contents: - Table of Contents - Warranties - O&M Manuals - Product Data - Training Video(s), if applicable - Attic stock, if not already provided		
The General Contractor is responsible for and required to obtain a signed transmittal confirming the acceptance of the hard copy delivery to CPS. Signed transmittal shall be sent to CPS PMO Closeout team.		

1.01 SUBMITTAL PROCESS

- A. CONTRACTOR TO USE SUBMITTAL MODULE IN E-BUILDER TO SUBMIT FOR REVIEW AND APPROVAL BY AOR ALL APPLICABLE ITEMS INCLUDED WITHIN THIS CHECKLIST. CONTRACTOR IS RESPONSIBLE FOR THIS ACTION. AOR IS RESPONSIBLE FOR REVIEW OF SUBMITTED ITEMS.

~~~~~ PROJECT NOTE ~~~~~

CLOSEOUT CHECKLIST SUBJECT TO CHANGE TO REFLECT CONTRACT MANAGEMENT SOFTWARE FOLDER STRUCTURE. LIST OF REQUIRED ITEMS TO BE REVIEWED AND EDITED BY ARCHITECT OF RECORD, PROJECT MANAGER AND DESIGN MANAGER PRIOR TO ISSUANCE FOR BID.

~~~ END OF PROJECT NOTE ~~~

1.02 ELECTRONIC CLOSEOUT BINDER STRUCTURE AND CHECKLIST

One (1) Hard Copy Set Handover to the School:	ELECTRONIC FILES	E-BUILDER FOLDER LOCATION	Y/N
Original Marked up red-lined Record Drawings (.pdf)	PLOT FILE	10.02.01	☐
Full-size sets of as-built CAD Drawing	PLOT FILE	10.02.02	☐
One (1) Flash Drive for Handover to the School:	FLASH DRIVE	E-BUILDER FOLDER LOCATION	Y/N
Combined .pdf of the As-Built	ELECTRONIC COPY	10.02.01	☐

Individual sheets of As-Builts .pdf in a compressed file	ELECTRONIC COPY	10.02.01	☐
Combined .pdf of the Issued for Construction Specifications	ELECTRONIC COPY	9.03	☐
Training Video in .mp4 format in a .zip file (due to size)	ELECTRONIC COPY	10.05	☐
Electronic copies of all required Closeout documents	ELECTRONIC COPY	See next Binder Section	☐
In One (1) or more Binders for Handover to the School:	BINDER TAB	E-BUILDER FOLDER LOCATION	Y/N
Table of Contents (TOC)	ADMINISTRATIVE	10.10	☐
Project Directory	ADMINISTRATIVE	10.10	☐
Permits (Including but not limited building, electrical, sewer)	ADMINISTRATIVE	10.10	☐
Certificate of Occupancy (or a blank .pdf showing N/A)	ADMINISTRATIVE	10.10	☐
Punchlist(s) .pdf (Combined .pdf file if more than one list)	ADMINISTRATIVE	10.08	☐
Approved Preliminary Acceptance Certificate	ADMINISTRATIVE	10.09	☐
Signed Attic Stock Transmittals and Table of Contents	ADMINISTRATIVE	10.04	☐
Signed Off Training attendance sheet(s) and Table of Contents	ADMINISTRATIVE	10.05	☐
Certificates of Insurance and Table of Contents	ADMINISTRATIVE	10.01	☐
Performance & Payment Bonds	ADMINISTRATIVE	10.10	☐
Consent of Surety	ADMINISTRATIVE	10.10	☐
Final Asset List (Capital Taggable Oracle Assets with Tag ID)	ADMINISTRATIVE	10.10	☐
Approved Warranty Combined .pdf with Table of Contents	WARRANTIES	10.03	☐
Approved Product data Combined .pdf with Table of Contents	PRODUCT DATA	10.13	☐
Operations & Maintenance Combined .pdf manuals with TOC	O & M MANUAL	10.06	☐
Commissioning Reports, etc. Combined .pdf	COMMISSIONING	10.11	☐
Signed Transmittal Acceptance of Close Out Binder	ELECTRONIC	Send via email to Closeout Mgr	☐
Do not Include in Binder to the School:	BINDER TAB	E-BUILDER FOLDER LOCATION	Y/N
Signed Acceptance of 11-Month Warranty Walk	N/A	10.12	☐

Combined .pdf of the Issue for Construction Drawings	N/A	09.03	☐
--	-----	-------	--------------------------

Project Closeout Signatures:

Prime Contractor:	Date
Architect/Engineer of Record:	Date
Design Manager:	Date
Project Manager:	Date

END OF SECTION