

**THE UNIVERSITY OF MICHIGAN - AEC**  
**CONTRACT CLOSEOUT - FINAL PAYMENT CHECKLIST**  
 (Reference Standard General Conditions Article 9.9.4)

**CONTRACTOR:** \_\_\_\_\_ **BUILDING NAME:** \_\_\_\_\_  
**PROJECT MANAGER:** \_\_\_\_\_ **PROJECT NAME:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_ **PROJECT NUMBER:** \_\_\_\_\_

Item	Description	Check Completed	Remarks
	<b>ITEMS TO BE CONFIRMED COMPLETE FROM THE SUBSTANTIAL COMPLETION PROCESS:</b>		
1.	Confirm all test reports & certificates are submitted and approved, as applicable. A. Gas testing & certification. B. Air balance/water balance test & reports C. Fire alarm/fire protection/halon/fire suppression. D. Elevator inspection certificate. E. Final mechanical inspection certificates. F. Final electrical inspection certificates.	<input type="checkbox"/>	
2.	Confirm O&M manuals are submitted to FIC.	<input type="checkbox"/>	
3.	Confirm electronic files of approved shop drawings are submitted to FIC.	<input type="checkbox"/>	
4.	Confirm contractor as-built drawings are submitted to Architect/Engineer. Confirm electronic files of contractor coordination drawings, as-built drawings, and Architect/Engineer as-built drawings are submitted to FIC.	<input type="checkbox"/>	
5.	Confirm Owner training sessions are completed.	<input type="checkbox"/>	
6.	Confirm Commissioning Manual is submitted to FIC, when applicable.	<input type="checkbox"/>	
7.	Confirm all Forms of Guarantee (FOG), special warranties (i.e. roofing, glass, etc.) and Warranty Contact List have been submitted.	<input type="checkbox"/>	
8.	Confirm extra material stock is turned over to Owner, as applicable.	<input type="checkbox"/>	
9.	U-M Project Manager to confirm the internal "Notice of Substantial Completion" from AECtion has been issued.	<input type="checkbox"/>	
	<b>ITEMS TO BE CONFIRMED WITH FINAL PAY APPLICATION:</b>		
10.	All bulletins, CCD's and Contractor claims finalized. All change orders approved; executed.	<input type="checkbox"/>	
11.	All punch list items completed and approved by Owner.	<input type="checkbox"/>	
12.	Keys turned over to Owner. All keys must be returned to the University key office with a copy of receipt to the Owner's Representative.	<input type="checkbox"/>	
13.	Final payment request (2 complete copies) A. Final sworn statement including Prime Contractor and all Subcontractors. B. Final unconditional waiver of lien / release from all Subcontractors. C. Final conditional waiver of lien / release from Prime Contractor. D. Release of Surety attached.	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	