

**DUVAL COUNTY PUBLIC SCHOOLS
ARCHITECT / ENGINEER PROJECT CLOSE-OUT CHECKLIST**

DCSB PROJECT NAME: _____

DCSB PROJECT NO.: _____

ARCHITECT / ENGINEER: _____

The following Items shall be submitted by the A/E along with the Contractor's and A/E's Final Payment Requisitions. The A/E shall initial beside each applicable item provided. "N/A" shall be marked beside any items not applicable. The A/E shall sign the document at the designated location on the bottom of the form.

INITIAL A/E REQUIRED DOCUMENTATION:

- _____ 1. Check Contractor provided documents, forms, and associated checklist for completion and accuracy. Provide Contractor with feedback regarding all necessary adjustments and/or corrections. Continue review process until everything is 100% correct and ready for submittal to DCPS.
- _____ 2. A/E Certificate of Asbestos Use - Submit (2) Originals of the DCPS Form.
- _____ 3. A/E Certificate of Contract Completion - Submit (2) Originals of the DCPS Form.
- _____ 4. Record Drawings - Upon receipt of As-Built Drawings from the Contractor, prepare Record Drawings. Follow format specified in DCPS A/E Record Drawing Preparation form. Submit (2) CD's to Facilities and (1) Full-size Hard Copy & (1) CD to the appropriate Maintenance Station. Provide Facilities with copy of transmittal for items sent to the Maintenance Station.
- _____ 5. O&M Manuals - Upon receipt from the Contractor, submit (1) CD to Facilities and (1) Hard Copy & (1) CD to the appropriate Maintenance Station. Provide copy of transmittal for items sent to the Maintenance Station. Keep (1) hard copy and (1) CD for A/E records.
- _____ 6. Revised FISH drawings and square foot data.
- _____ 7. A/E Final Invoice - Submit (3) Originals with copies of activation and OEO form.

ARCHITECT / ENGINEER SIGNATURE: _____
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PROVIDE DOCUMENTS IN NUMERICAL ORDER TO MATCH ABOVE / DO NOT USE STAPLES