

**DUVAL COUNTY PUBLIC SCHOOLS
CONTRACTOR PROJECT CLOSE-OUT CHECKLIST**

DCSB PROJECT NAME: _____

DCSB PROJECT NO.: _____

CONTRACTOR: _____

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

INITIAL

CONTRACTOR REQUIRED DOCUMENTATION:

- _____ 1. Final Payment Requisition w/ Final Approved SOVs and OEO Forms - Submit (3) Originals with signatures and seals. Number the application as the next consecutive number with "FINAL" as the suffix; as in, "4 - FINAL".
- _____ 2. Final Change Order or Contingency Modification Form - Submit (3) Originals with all required backup.
- _____ 3. Consent of Surety to make Final Payment - Submit (1) Original. This is only required for bonded projects.
- _____ 4. Final Waiver & Release of Lien - Submit (1) Original from each Subcontractor and Supplier who was issued a contract or purchase order for materials or labor on the Project.
- _____ 5. Certificate of Substantial Completion Form - Submit (2) Copies of the previously executed DCPS Substantial Completion Form along with a copy of the associated punchlist.
- _____ 6. Contractor's 1-Year Material and Workmanship Warranty Statement - Submit (2) Originals from the GC, CM, or Prime Contractor, plus all project subcontractors.
- _____ 7. Contractor Certificate of Asbestos Use - Submit (2) Originals of the DCPS Form.
- _____ 8. Contractor Affidavit / Certificate of Contract Completion - Submit (2) Originals of the DCPS Form.
- _____ 9. Fully Executed Roofing Warrantees in accordance with Project Specifications - Submit (2) Originals (when applicable).
- _____ 10. Special Manufacturer's Warrantees for Minimum 1-Year and Multi-Year Extensions - Submit (1) Original from each Manufacturer or Supplier of Building Fixtures or Building System Units that are applicable.
- _____ 11. Proof of Training in accordance with Project Specifications - Submit (1) Copy of the sign-in sheet from each required training session.
- _____ 12. Certificate of Acceptance from DCPS Technology (when applicable) - Submit (1) Copy.
- _____ 13. Final Inspection report from DCPS Code Enforcement - Submit (1) Copy.
- _____ 14. Certificate of Completion or Occupancy from DCPS Code Enforcement - Submit (1) Copy.
- _____ 15. O&M Manuals - Submit (2) hard copies and (3) CD's.
- _____ 16. As-Built Drawings - Submit (1) hard copy and (1) CD.

CONTRACTOR SIGNATURE: _____

PROVIDE DOCUMENTS IN NUMERICAL ORDER TO MATCH ABOVE / DO NOT USE STAPLES