



PRE-ACCEPTANCE CHECKLIST

Final Punch List Date:

Institution or Agency:

Project No./Name:

Architect/Engineer:

Contractor:

After Contractor is satisfied that work is complete per the Notice of Substantial Completion and Punch List, a date for final review is established. The Architect/Engineer inspection is made with Contractor(s), Principal Representative and State Buildings Programs (SBP) present. Forms are processed as required.

TABLE: Certification of Completion

Task	Date Completed	A/E Initials	Remarks
1. The Notice of Approval of Occupancy/Use has been fully executed.			
2. Schedule for corrections, deficiencies, and items to be supplied are established by Contractor.			
3. Final Change Orders are processed (work must be completed prior to Notice of Acceptance).			
4. Punch list work is completed and accepted			
5. Permanent keying, keys and keying instructions have been performed.			
6. Extra materials as per specifications are delivered to Principal Representative.			
7. As-built drawings have been submitted to Architect/Engineer.			
8. Guarantee/Warranty documentation requirements are met.			
9. Five Most Costly Goods form is completed by Contractor and received			
10. Removal of Contractor's temporary work including cleanup and debris removal.			
11. State personnel are instructed in system and equipment operations as required by contract.			
12. All Instructions, manuals, guides, and charts have been transmitted to Principal Representative.			

SIGNATURE PAGE

By _____
Architect/Engineer Date

By _____
Principal Representative Date

By _____
State Buildings Program Date

By _____
Contractor Date