

TUSKEGEE UNIVERSITY
CONSTRUCTION CLOSEOUT CHECKLIST

Project Name:		General Contractor:	
TU Project Mgr:		Orig. Contract Amt.	
Bid Date:		Final Contract Amt:	
NTP Date:		# of Calendar Days:	
(3) O & M's	(2) Warranty/Close-out Binders*	Substantial Comp.	

NO.	DESCRIPTION	Date PM Received	Received by TU F/P
1.	Operation and Maintenance Manual - See Specs for requirements. Copies tabbed & indexed)		
2.	Training sessions for Owner's personnel as required - See Specs		

4.	Receipt of approved HVAC Test and Balance Report and Documented Functional Performance Testing by the Commissioning Agent (if applicable)		
5.	"As-Built" Drawings & Control Drawings "As-Built" Specifications on Disk (AutoCAD format and labeled accordingly) record drawings into mass-producible paper cover sheets;		

*Two copies of each required warranty, bound in heavy duty 3-ring binders, tabbed, per division. When warranted, provide O & M manuals, & spare parts information. Provide a copy of the Commissioning Report.