



Project Close-Out Checklist:

At the completion of every construction project, the following close-out documents will be required as a minimum before any final payment to the Contractor or Architect can be released. Job specific specifications may require additional documentation on certain construction projects as defined in project.

- Lien Waivers- Final lien waivers from General Contractor and Subcontractors are required at close of project. Partial lien waivers from General Contractor are required with monthly pay applications.
- Warranties/Operation & Manuals- Warranties and operational & manuals for any new equipment installed on the project. Warranties should start on the date of the executed substantial completion form.
- Punchlist- A completed punchlist signed by the Architect and owner's representative.
- Final Walk-Thru- A signed attendance form from final project walkthrough with the owner's representative, department manager, Architect, Plant Operations, Clinical Engineering, Respiratory Care, Information Systems, and whomever else the owner's representative requires for a specific job.
- Training- Training for owner's staff for any new, reconditioned or relocated equipment on project. Includes commissions which will be witnessed by Mercy's representative and signed-off on.
- Substantial Completion- An executed substantial completion form should be completed with the punchlist.
- Final Pay Application- A clearly marked invoice stating "Final Invoice" with all appropriate support documentation. This includes all executed change orders. Any invoice(s) over the current contract value will not be paid until all executed changes are completed and an adjustment to the contract is made.
- As-Builts- Complete "Record Drawing" documentation for all trades on the project. These documents are to be submitted as required by the Mercy's CAD Specifications. Approved Record Drawings should be submitted no later than 90 days after substantial completion. Approved Record Drawings not submitted within 90 days will be completed by Mercy and deducted from the Contractors or Architects final payment.
- Final Cleaning - Conduct cleaning and waste removal operations. Employ experienced cleaners or professional cleaners for final cleaning. Follow Mercy standards and make sure that the Mercy PM signs off on the final cleaning for approval and acceptance. Perform final touch up painting after owner moves in.