**Professional Services**

**Financial Closeout Checklist**

|  |  |  |
| --- | --- | --- |
| **College** | **Project Name** | **Project Number** |
|  |  |  |
| **DSA #** | **General Contractor Contract #** | **Design Firm Contract #** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Total Contract Deliverables (Design) …..………..………..……….. | by |  |
|  | | | |
|  | Notice of Completion Recorded …..………..………..……………… | by |  |
|  | | | |
|  | DSA Certification Document (PMO DSA) …..………..………..……. | by |  |
|  | | | |
|  | Warranty & O/M Manuals / WBCx…………..…………..……………. | by |  |
|  | | | |
|  | As-Builts (BIM/CADD)…………………………………………………. | by |  |
|  | | | |
|  | Record Documents (BIM/CADD) …………………………………….. | by |  |
|  | * CMMS Asset Data Spreadsheet and/or Asset Data (BIM) |  |  |
|  |  | | |
|  | Regional Program Liaison (RPL) ..…………..…….…………………. | by |  |
|  |  |  |  |
|  | Regional Design Liaison (RDL) ..…………..…….…………………… | by |  |
|  |  |  |  |
|  | Budget Verified (Program Controls)..…….…………………………… | by |  |

**Notes:**

|  |
| --- |
|  |