**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:**

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