**Construction Contract Final Payment Checklist (Contracts Below $30K)**

**Original Contract Value less than $30,000**

|  |  |
| --- | --- |
| **College:** |  |
| **Project Name:** |  |
| **Project Number:** |  |
| **Project Manager:** |  |
| **Contract #** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | NOC and Punchlist Completed **(CPT)**…...………..………..….……….….. | by |  |
|  | | | |
|  | Warranty and O&M Manuals (**WBCx**) (where applicable)…….…….……. | by |  |
|  | | | |
|  | Certificate of Substantial Completion Executed / PBA **(CPT)**…..….…….. | by |  |
|  | | | |
|  | Notice of Completion Submitted \***(PMO)** ...…………..…………………….. | by |  |
|  | | | |
|  | Release and Review by OCIP Leader **(PMO)**...…………………….…..…. | by |  |
|  | | | |
|  | Waivers Included (Prime, Subs where applicable) **(CPT)**….……….…..… | by |  |
|  |  | | |
|  | Stop Notices Absent/ Released (**Accounting / Doc Control**)...……..….. | by |  |
|  |  |  |  |
|  | Labor Compliance Satisfied (**Labor Compliance**)……....…….……...... | by |  |
|  |  |  |  |
|  | Budget Verified (**PMO Program Controls**).…………………………………. | by |  |
|  |  |  |  |
|  | Encumbrance Verified (**PMO Accounting**)…..…….…………………….…. | by |  |
|  |  |  |  |
|  | DSA/Design (**PMO** **Design Management**) (where applicable)…..….…... | by |  |

*\* Submission of Request for Notice of Completion shall indicate that all contractual requirements of the contractor have been fulfilled and no outstanding obligations exist, including but not limited to submission of* ***ALL CONTRACTOR DSA REQUIREMENTS FOR CLOSEOUT COMPLETE****, as-builts hard copies and electronic files (BIM), warranties, O&M information and other final submittals, as well as indicating that no outstanding change orders are pending.*

**Notes:**

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