**Construction Contract Final Payment Checklist (Formal Contracts)**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | NOC and Punchlist Completed **(CPT)**…..………..…..……..….………..…... | by |  |
|  | | | |
|  | Warranty and O&M Manuals (**WBCx**)………….……………………………… | by |  |
|  | | | |
|  | Certificate of Substantial Completion Executed / PBA **(CPT)** ….….…..….. | by |  |
|  | | | |
|  | Notice of Completion Submitted \***(PMO)** ...…………..…………………...…. | by |  |
|  | | | |
|  | Release and Review by OCIP Leader **(PMO)** ..…………………….……….. | by |  |
|  | | | |
|  | Release and Review by Legal Leader **(PMO)** …………..…….………….…. | by |  |
|  |  | | |
|  | Received $5K liability payment from GC (where applicable) **(PMO)**..…….. | by |  |
|  |  |  |  |
|  | DSA Certification Documentation Cleared Contractor (**PMO DSA)**……….. | by |  |
|  |  |  |  |
|  | Waivers Included (Prime, Note 20 Day Notices) **(CPT)**………………….….. | by |  |
|  |  |  |  |
|  | Stop Notices Absent/ Released **(PMO Accounting / Doc Control)**…..….. | by |  |
|  |  |  |  |
|  | Labor Compliance Satisfied **(PMO Labor Compliance)**…...………………. | by |  |
|  |  |  |  |
|  | Budget Verified **(PMO Program Controls)** ..…………….………………….. | by |  |
|  |  |  |  |
|  | Encumbrance Verified **(PMO Accounting)**…………..…….………………… | by |  |
|  |  |  |  |
|  | DSA/Design **(PMO Design Management)**…………..…….…………………. | 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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