DSA Closeout CheckLIST

|  |  |  |  |
| --- | --- | --- | --- |
| CoLLEGE: |  | DSA #: |  |
| Contract# |  | Project # |  |
| A/E: |  | DescriptioN: |  |
| CPT: |  | PI: |  |

**Inspection Card Projects Forms are Uploaded to DSAbox/Non-Inspection Card Project Forms sent to Cathy NeVille at PMO Office**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Completed** | **On File** | **N/A** | **Description** | **Comment or Form Change** |
|  |  |  | Non-Inspection Card  Inspection Card |  |
|  |  |  | DSA approved plans & specs |  |
|  |  |  | DSA approved addenda |  |
|  |  |  | Form 102(IC) filed by Architect for all prime Contractors |  |
|  |  |  | DSA-5 for PI filed/uploaded/approved by DSA Field Engineer |  |
|  |  |  | Pre-Construction Kick Off Meeting Agenda/Meeting Minutes |  |
|  |  |  | PI filing of “Semi-Monthly reports” (DSA-155) |  |
|  |  |  | “Field Trip Notes” corrected and approved by DSA |  |
|  |  |  | All Change Orders/ CCD’s approved by DSA |  |
|  |  |  | All Prime Contractors submitted Final Verified Reports DSA- 6 |  |
|  |  |  | PI Submitted “Final Verified Report” DSA-6 to DSA |  |
|  |  |  | Testing Lab submitted Final Lab Affidavit DSA-291 |  |
|  |  |  | Testing Lab submitted Final Geotechnical Report DSA-293 |  |
|  |  |  | Architect submitted Final Verified Report DSA-6A/E to DSA |  |
|  |  |  | “Weighmaster’s” Certification from Contractor |  |
|  |  |  | Recorded Notice of Completion |  |
|  |  |  | Final Document Package to DSA (non-inspection card) |  |
|  |  |  | Final costs to District for payment |  |
|  |  |  | Receipt of “Final DSA Certification” Letter |  |

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| **Design Consultant / Contractor** | **By** | **Authorized Representative Signature/Date** |
|  |  |  |
| **College Project Team** | **By** | **Authorized Representative Signature/Date** |
|  |  |  |
| **Program Management Office** | **By** | **Authorized Representative Signature/Date** |

THE DSA CLOSEOUT CHECKLIST UNDER THIS CONTRACT HAS BEEN REVIEWED AND FOUND, TO THE DESIGN CONSULTANT, CONTRACTOR, COLLEGE PROJECT TEAM , AND THE PROGRAM MANAGER’S BEST KNOWLEDGE, INFORMATION AND BELIEF, TO BE SUBSTANTIALLY COMPLETE.