



PLANNING, DESIGN & CONSTRUCTION

FINANCE & ADMINISTRATION

DESIGNER CLOSEOUT CHECKLIST

(Attach to final designer invoice)

Project Name _____

Designer _____

Contractor _____

Bid Number _____ Bid Date _____ Gross Square Feet _____

Substantial Completion Date _____ Net Square Feet _____

Choose either Yes or Not Applicable (N/A) for each item to certify that it has been completed and/or submitted.

Yes	N/A	Fire Marshall Review Letter – Electronic Version
Yes	N/A	Fire Marshall Occupancy Authorization Letter – Electronic Version
Yes	N/A	Fire Marshall Stamped Plans and Specifications – Electronic Version
Yes	N/A	Record Drawings in A-CAD with Xref files – Electronic Version
Yes	N/A	Record Drawing Specs in Word format – Electronic Version
Yes	N/A	Record Drawing set in pdf format
Yes	N/A	Contractor's Final Certificate for Payment and Clear Lean Certificate
Yes	N/A	Keys and Hardware Schedule
Yes	N/A	O & M Manuals – Electronic Version
Yes	N/A	Punch List
Yes	N/A	Technical Air Balance Reports
Yes	N/A	Roof Warranties – Electronic Version
Yes	N/A	Designer's Final Invoice
Yes	N/A	Approved Submittals in pdf format
Yes	N/A	Environmental Closeout Report
Yes	N/A	Designer's signed statement <i>that no asbestos containing building material (ACBM) was specified as a building material in any construction documents, or to the best of his or her knowledge, no ACBM was used as a building material in the space or building. This is in accordance with LAC 33:III.2735.A.7 – Exclusions, and a copy shall be submitted to LSU EHS.</i>

Comments

Designer Signature

Date

PDC Document Archives Signature

Date

Designer Print Name

PDC Document Archives Print Name

PDC Project Manager Signature

Date

PDC Project Manager Print Name