



FINAL ACCEPTANCE CHECKLIST

Project Title:

Project Number:

✓	ACTION:	Reference Info. ¹	Verified		
			Rep	By	Date
1.	Contractor: Submit written notice that all incidental corrective work (punch list) completed	GC 6.09; per Spec.			
2.	Contractor: All work done per contract				
	Print Name: _____ Signature: _____ Date: _____				
3.	A/E²: In consultation with E&AS PM and Owner, conduct a final on-site inspection of punch list to confirm completion.	GC 6.09; per Spec.			
4.	A/E²: Confirms review and approval of final "As-Built" Record Documents from contractor	GC 4.02			
5.	PM Verification: Any and all claims and/or disputes identified	GC 6.09			
6.	PM Verification: All FAs and COPs resolved, approved and all Change Orders processed	GC 6.09			
7.	PM Verification: All Affidavits of Wages Paid submitted to L&I	GC 6.09; per Spec.			
8.	Commissioning Authority Verification: All post-commissioning fine-tuning complete and issues resolved	GC 6.09; per Spec.			
9.	Commissioning Authority: Submit Commissioning Final Report (except seasonal testing)	GC 6.09; per Spec.			
10.	A/E² Recommendation of Acceptance (All work acceptable per Contract)				
	Print Name: _____ Signature: _____ Date: _____				
11.	Client Agency Acceptance				
	Print Name: _____ Signature: _____ Date: _____				
12.	E&AS PM Determination of Date of Final Completion	Final Completion Date:			
	Print Name: _____ Signature: _____ Date: _____				
13.	PM Verification: Statement of Apprenticeship Participation reporting complete. If goals weren't met, PM creates a memo for the project folder explaining why	GC 6.09; per Spec.			
14.	PM Verification: Any and all claims and/or disputes resolved	GC 6.09			
15.	PM Verification: Final contractor invoicing (100% & Retainage as applicable) complete	GC 6.09; per Spec.			
16.	PM Action: Notify the Contracts Specialist to close the project in the DES Diversity Compliance program (B2Gnow)				
17.	E&AS APM Determination of Date of Final Acceptance	Final Acceptance Date:			
	Print Name: _____ Signature: _____ Date: _____				
18.	E&AS notification of Final Acceptance to A/E, Client Agency, and Contractor				
19.	Final Acceptance is advertised by E&AS and 45-day lien period begins				
20.	Contract Action (PM Identify Requested Action)	Close Construction Contracts	<input type="checkbox"/>		
		Close Agreements (A/E)	<input type="checkbox"/>		
		Close Project	<input type="checkbox"/>		

Footnotes:

¹ References are for information. Contractor shall refer to the Contract Documents to fulfill all contract requirements.

² If there is no A/E for the project, the E&AS PM will complete