

School Building Authority of West Virginia
PROJECT CLOSEOUT PROCEDURES
SBA FORM 178

Below is a list of required documentation that shall be turned over to the owner upon final completion and prior to the release of final payment. Each prime contractor, the architect and the owner shall sign and date this form and forward it to the SBA office prior to the release of the final payment.

Provide at Project Close-out the following documentation, but not limited to:

- Contractor’s Affidavit of Payment of Debts and Claims (AIA G706)
- Contractor’s Affidavit of Release of Liens (AIA G706A)
- Consent of Surety Company to Final Payment (AIA G707)
- Confirmation of Receiving Operation and Maintenance Manuals and As-Built Drawings and Specifications
- Certificate of Insurance (Acord Form and AIA G715) Covering required/specified products and completed operation
- Certificate of Release from the Department of Tax and Revenue stating all appropriate taxes have been paid
- SBA Certificate of Project Completion – For lump sum projects use “WVDE BP-13-A” and for multiple prime contract projects use “SBA 139.” Both of these forms are found in the SBA Guidelines and Procedures Handbook (Appendix J). These forms should be filled out and signed by the local board of education then forwarded to the contractor and the architect and engineer for signing
- Verification from the Owner (county superintendent) that all Owner training required by the contract documents has been conducted (SBA159)
- Contractor Evaluation Form (SBA 124)
- Architect/Engineer Evaluation form (SBA 138)
- Fire Marshall’s Certificate of Occupancy
- SBA Certificate of Occupancy (SBA 146)
- Affidavit of Debt Paid (SBA 177)
- Notification of 11th month walkthrough date
- Electronic & Hard copy of diagrammatic floor plan of new or renovated schools. Provide the following items:
 - One line drawing of floor plans including only diagrammatic walls, exiting, doors and windows, existing school
 - One line drawing with all school access safety data (submit electronic file to Office of Homeland Security)
 - One line drawing including only walls, doors, windows, room number/names and color coded HVAC zones with multi-zone equipment located in the HVAC zone
- Provide a Final TAB report
- Provide Final Commissioning Report when applicable
- Prepare Quality Training Videos

Contractor: _____ Date: _____

Architect: _____ Date: _____

Owner: _____ Date: _____