School Building Authority of West Virginia

# CONSTRUCTION CLOSEOUT PROCEDURES CHECKLIST

**SBA FORM 500**

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. The Project Team (Contractor = **C**, Architect = **A**, Owner = **O**) shall provide at Project Close-out the following documentation by marking the corresponding box. If not applicable to the particular project team member, write "N/A" where appropriate.

| C | A | O | |
|---|---|---|---|
| ☐ | ☐ | ☐ | 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) |
| ☐ | ☐ | ☐ | Operation and Maintenance Manuals, Active Warranty Binder(s) and As-Built Drawings & 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 |
| ☐ | ☐ | ☐ | Verification from the Owner (County Superintendent) that all Owner training required by the contract documents has been conducted |
| ☐ | ☐ | ☐ | Verification of Owner HVAC Training in coordination with WVDE Office of School Facilities (SBA 500-A) |
| ☐ | ☐ | ☐ | Fire Marshall's Certificate of Occupancy |
| ☐ | ☐ | ☐ | Final Punch-List completed and signed by all parties (C, A, O) |
| ☐ | ☐ | ☐ | SBA Certificate of Project Completion |
| ☐ | ☐ | ☐ | Notification of 11th month walkthrough date |
| ☐ | ☐ | ☐ | Electronic & Hard copy of diagrammatic floor plan of new or renovated schools. Provide the following items:<br>____ One-line drawing of floor plans including only diagrammatic walls, exiting, doors and windows, existing school<br>____ One-line drawing with all school access safety data (submit electronic file to Office of Homeland Security)<br>____ 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 or Commissioning report |

**SIGNATURES**

Contractor: _____ Date: _____

Architect: _____ Date: _____

Owner: _____ Date: _____

SBA 500