LSU 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**	Contractor's Final Certificated for Payment
☐ **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

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 _____