



DFCM PROJECT CLOSEOUT CHECKLIST FOR CONTRACTORS & CONSULTANTS

Please review the DFCM project closeout requirements below.

Per the DFCM General Conditions, final payments will not be processed if the required documents have not been provided to the respective DFCM Project Manager.

DFCM PROJECT NUMBER: _____

CONTRACT NUMBER: _____

Construction & Prime Architect or Engineer:

Construction & Prime Architect or Engineer:

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| <ul style="list-style-type: none"> • Certificate of Substantial Completion | |
| <ul style="list-style-type: none"> • Final Code Inspection – Passed and final report has been uploaded to EDMS | |
| <ul style="list-style-type: none"> • DFCM Final Consent of Surety Form | |
| <ul style="list-style-type: none"> • As built & CAD Drawings | |
| <ul style="list-style-type: none"> • Warranty Documents | |
| <ul style="list-style-type: none"> • Roofing Warranty Documents, if applicable
Contractors must submit the 3 DFCM Roofing Warranty Forms: <ul style="list-style-type: none"> ○ Roofing History Form ○ Contractor Warranty Form ○ Manufacturer Warranty Form | |
| <ul style="list-style-type: none"> • Operation & Maintenance Manuals (O&Ms) | |
| <ul style="list-style-type: none"> • Contractor’s Final Pay Application - Signed by the DFCM project Manager, contractor, prime architect or engineer, and user agency | |
| <ul style="list-style-type: none"> • Architect’s or Engineer’s Final Invoice | |

Other Professional Services:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Contract specific deliverables such as geotechnical reports, site surveys, studies, commissioning reports, final inspection reports, etc. | |
| <ul style="list-style-type: none"> • Final Invoice | |