



Contractor Substantial Completion Checklist

College/University:

Project Name:

Contractor's Company:

Checklist Instructions: When each item of work is completed, the Contractor enters the date or Not Applicable (NA). After all items are complete, the Contractor uploads their Substantial Completion checklist into e-Builder. See contract for complete of work scope. This process is repeated if there are multiple substantial completion dates for the project.

	Work Scope	Date Completed or NA
1	Contractor completes startup of all mechanical and electrical systems, including HVAC systems test & balance reports uploaded into e-Builder.	
2	Contractor removes all temporary utilities.	
3	Contractor completes all final cleaning.	
4	Contractor obtains written elevator inspection certificate(s) and uploads into e-Builder.	
5	Contractor completes all signage installation (if applicable).	
6	Contractor arranges local Fire Marshall inspection(s) and obtains approvals necessary from local or state Authorities Having Jurisdiction (AHJ).	
7	Contractor submits written Certificate(s) of Occupancy received from AHJ and uploads into e-Builder.	
8	Contractor provides preliminary O&M Manuals to Architect/Engineer (A/E), Commissioning Agent, and campus PM for review and uploads into e-Builder.	
9	Contractor provides systems demonstration and training sessions to campus PM and other campus staff (video recorded, if available). Contractor uploads certificates of training completion signed by campus PM in e-Builder.	
10	Contractor returns all keys, pass cards, parking permits, security codes, etc. to Campus PM.	
11	Contractor submits written notification stating readiness for substantial completion inspection to A/E with a written list of incomplete items. If Contractor wishes to have multiple substantial completions, approval is required by Campus Project Manager (PM) to accept partial areas.	
11	Contractor schedules substantial completion inspection with: A/E, subcontractors as requested, Owner's Representative and Campus PM.	
12	Contractor uploads completed (signed/dated) Substantial Completion Checklist into e-Builder.	

Next steps (e-Builder work flow):

1	Contractor signs/dates the Certificate of Substantial Completion form in e-Builder workflow, and it is automatically forwarded to the Campus PM to sign/date.
2	Contractor completes remaining work for the project – see <i>Contractor Final Completion Checklist eManual PC.30</i>

When checklist is completed: Contractor signature _____ Date _____