



Architect/Engineer Substantial Completion Checklist

College/University:

Project Name:

Architect/Engineer's Firm:

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

	Work Scope	Date Completed or NA
1	A/E schedules substantial completion inspection with: Contractor, Subcontractors as requested, Owner's Representative (OR) and campus PM.	
2	A/E, the Contractor and the Campus Project Manager (PM) walk through the project area to confirm that the construction has been completed in accordance with the terms, conditions, and specifications contained in the Contractor's contract.	
3	A/E creates a punchlist of outstanding items that need to be addressed including items from the Contractor and shares it with the Campus PM for review. The Campus PM informs the A/E of any additional items.	
4	A/E prepares AIA G704 Certificate of Substantial Completion form (or approved substitute).	
5	A/E uploads completed (signed/dated) Substantial Completion Checklist into e-Builder.	

Next steps (e-Builder work flow):

1	<p>A/E starts the e-Builder substantial completion workflow by:</p> <ul style="list-style-type: none"> • Uploads Certificate of Substantial Completion (All data is entered except for dated signatures) • Uploading Attachments <ul style="list-style-type: none"> ○ Punchlist ○ Contractor Substantial Completion Checklist – signed/dated ○ Architect/Engineer Substantial Completion Checklist – signed/dated • Enters substantial completion date (This allows tracking of one year warranty date.) • If there are multiple substantial completion dates: Check the box and enter description of portion of project that is substantially completed.
2	A/E signs/dates the Certificate of Substantial Completion form in e-Builder workflow, and it is automatically forwarded to the Contractor and the Campus Project Manager to sign and date.
3	A/E completes their remaining work for the project – see <i>Architect/Engineer Final Completion Checklist eManual PC.31</i> .

When checklist is completed: A/E signature _____ Date _____