



### 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 | Record Drawing set in pdf format  |
| Yes | N/A | Contractor’s Final Certificate for Payment and Clear Lien Certificate   |
| 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  |
| Yes | N/A | Approved Submittals in pdf format   |
| Yes | N/A | Environmental Closeout Report   |
| Yes | N/A | Designer’s <b>signed</b> statement <i>that no asbestos containing building material (ACBM) was specified as a building material in any construction documents, or to the best of his or her knowledge, no ACBM was used as a building material in the space or building. This is in accordance with LAC 33:III.2735.A.7 – Exclusions, and a copy shall be submitted to LSU EHS.</i> |

#### 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			