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**	Record Drawing set in pdf format
☐ **Yes**	☐ **N/A**	Contractor's Final Certificate for Payment and Clear Lean 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 **signed** statement ***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.*

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			