

Planning Design and Construction Project Closeout Checklist

- **Division 00: Procurement Requirements**

- Yes No N/A SE560 From A/E approved by Agency
- Yes No N/A SE585 Certificate of Occupancy
- Yes No N/A Substantial Completion Documentation
- Yes No N/A AIA G706 Affidavit
- Yes No N/A AIA G715 Insurance Certificate
- Yes No N/A AIA G707 Consent of Surety

- Yes No N/A

- Yes No N/A

- Yes No N/A

- **Division 01: General Requirements**

- Yes No N/A Complete Redlined As-Built Drawings in AutoCAD and .pdf forms.
- Yes No N/A Complete BIM Information
- Yes No N/A Complete Building Energy Model with Root File
- Yes No N/A Complete Specifications
- Yes No N/A Complete Commissioning Report
- Yes No N/A Complete Master List of all Equipment by Make, Model, Location, and Serial Number
- Yes No N/A All Third-Party Inspection Reports
- Yes No N/A Building Envelope Inspection Reports
- Yes No N/A Complete List of Contractors and Subcontractors by Trade
- Yes No N/A Complete digital file or permanent hosting of any photo documentation that was part of construction contract.
- Yes No N/A Building Walk-Through for all Affected Facilities Shops/Departments as directed by TOW committee.
- Yes No N/A Prerecorded training videos on all equipment as directed by TOW committee.
- Yes No N/A Sustainability Documentation (LEED/Green Globes)

- Yes No N/A

- Yes No N/A

- Yes No N/A

- **Division 02: Existing Conditions**

- Yes No N/A Hazardous Materials Assessment Reports (Asbestos, Lead Paint, PCB's)
- Yes No N/A Hazardous Materials Remediation Documentation
- Yes No N/A Geotechnical Survey Reports

- Yes No N/A



- Yes No N/A
- Yes No N/A

- **Division 03: Concrete**

- Yes No N/A Concrete Shop Drawings/Submittals
- Yes No N/A Concrete Mix Designs
- Yes No N/A Concrete Warranties
- Yes No N/A O&M Manuals

- Yes No N/A
- Yes No N/A
- Yes No N/A

- **Division 04: Masonry**

- Yes No N/A Shop Drawings
- Yes No N/A Warranties
- Yes No N/A O&M Manual

- Yes No N/A
- Yes No N/A
- Yes No N/A

- **Division 5: Metals**

- Yes No N/A Structural Steel Shop Drawings/Submittals
- Yes No N/A Structural Steel Warranties
- Yes No N/A Cold Formed Metal Framing (Metal Studs) Submittals
- Yes No N/A Cold Formed Metal Framing (Metal Studs) Warranties
- Yes No N/A Handrailing Shop Drawings/Submittals
- Yes No N/A Handrailing Warranties

- Yes No N/A
- Yes No N/A
- Yes No N/A

- **Division 06: Wood, Plastics and Composites**

- Yes No N/A Shop Drawings/Submittals
- Yes No N/A Warranties
- Yes No N/A O&M Manuals

- Yes No N/A



- Yes No N/A
- Yes No N/A

- **Division 07: Thermal and Moisture Protection**

- Yes No N/A Sealant Submittals
- Yes No N/A Sealant Warranty
- Yes No N/A Roof System Shop Drawings/Submittals
- Yes No N/A Roof Systems Warranties
- Yes No N/A Applied Firestopping Submittals
- Yes No N/A Applied Firestopping Warranties
- Yes No N/A Firestopping Shop Drawings/Submittals
- Yes No N/A Firestopping and Draft Stopping Warranties
- Yes No N/A O&M Manuals

- Yes No N/A
- Yes No N/A
- Yes No N/A

- **Division 08: Openings**

- Yes No N/A Doors, Frames, and Hardware Shop Drawings/Submittals
- Yes No N/A Doors, Frames, and Hardware Warranties
- Yes No N/A Glazing Submittals
- Yes No N/A Glazing Warranties
- Yes No N/A O&M Manuals

- Yes No N/A
- Yes No N/A
- Yes No N/A

- **Division 09: Finishes**

- Yes No N/A Cold Formed Metal Framing (Metal Studs) Submittals (If not supplied in Division 5)
- Yes No N/A Cold Formed Metal Framing (Metal Studs) Warranties (If not supplied in Division 5)
- Yes No N/A Gypsum Wallboard Submittals
- Yes No N/A Gypsum Wallboard Warranties
- Yes No N/A Flooring, Tile, Carpeting and Base Submittals
- Yes No N/A Flooring, Tile, Carpeting and Base Warranties
- Yes No N/A Acoustical Ceiling Shop Drawings/Submittals
- Yes No N/A Acoustical Ceiling Warranties
- Yes No N/A Paint (Interior and Exterior) Submittals
- Yes No N/A Paint (Interior and Exterior) Warranties
- Yes No N/A Paint (Interior and Exterior) Color Guide



Yes No N/A Attic Stock Inventory

Yes No N/A O&M Manuals

Yes No N/A

Yes No N/A

Yes No N/A

• **Division 10: Specialties**

Yes No N/A Graphics Submittals

Yes No N/A Graphics Warranties

Yes No N/A Toilet Accessories Submittals

Yes No N/A Toilet Accessories Warranties

Yes No N/A Toilet Partition Shop Drawings/Submittals

Yes No N/A Toilet Partition Warranties

Yes No N/A Fire Extinguisher/Cabinet Submittals

Yes No N/A Fire Extinguisher/Cabinet Warranties

Yes No N/A Interior Signage Shop Drawings/Submittals

Yes No N/A Interior Signage Warranties

Yes No N/A Exterior Signage Shop Drawings/Submittals

Yes No N/A Exterior Signage Warranties

Yes No N/A

Yes No N/A

Yes No N/A

• **Division 12: Furnishings**

Yes No N/A Casework Shop Drawings/Submittals

Yes No N/A Casework Warranties

Yes No N/A Furniture Submittals

Yes No N/A Furniture Warranties

Yes No N/A

Yes No N/A

Yes No N/A

• **Division 14: Conveying Equipment**

Yes No N/A Elevator Shop Drawings/Submittals

Yes No N/A Elevator Warranties

Yes No N/A O&M Manuals

Yes No N/A SCLLR Inspection Report

Yes No N/A



- Yes No N/A
- Yes No N/A

- **Division 21: Fire Suppression**

- Yes No N/A Backflow Test Report
- Yes No N/A Forward Flow Test Report
- Yes No N/A Fire Suppression Submittals/Shop Drawings
- Yes No N/A Fire Suppression Equipment Manufacturer's Installation Requirements
- Yes No N/A System Certification/Test Certificates
- Yes No N/A Fire Suppression Warranties
- Yes No N/A Fire Suppression Systems Acceptance Testing
- Yes No N/A NFPA 13 Form
- Yes No N/A NFPA 14 Form
- Yes No N/A NFPA 24 Form/Underground Flushing Test Report
- Yes No N/A O&M Manuals

- Yes No N/A
- Yes No N/A
- Yes No N/A

- **Division 22: Plumbing**

- Yes No N/A Water Quality Test Report
- Yes No N/A DHEC Sewer Test
- Yes No N/A Backflow Certification
- Yes No N/A Pressure Test Reports
- Yes No N/A Plumbing Submittals/Shop Drawings
- Yes No N/A Plumbing Warranties
- Yes No N/A O&M Manuals

- Yes No N/A
- Yes No N/A
- Yes No N/A

- **Division 23: HVAC**

- Yes No N/A HVAC Submittals/Shop Drawings
- Yes No N/A HVAC System Warranties
- Yes No N/A HVAC Controls Diagrams with Detailed Sequence of Operations
- Yes No N/A HVAC Testing, Adjusting and Balancing Report
- Yes No N/A Performance and Refrigerant Management Reports for any Chillers
- Yes No N/A ASME H-2 Form from Boiler Manufacturer completed for each unit
- Yes No N/A ASME H-3 Form from Boiler Manufacturer completed for each unit
- Yes No N/A ASME H-6 Form from Boiler Manufacturer completed for each unit



- Yes No N/A NBBPVI I-1 Form from Boiler Installer completed for each unit.
- Yes No N/A Electrical and Plumbing 3rd Party inspection report by SFAA approved firm
- Yes No N/A Completed ASME Form CG-500 from ASME CSD-1 Appendix C
- Yes No N/A Photo documentation of all boiler labels
- Yes No N/A As-Built Building Automation System Drawings
- Yes No N/A Building Automation Acceptance Testing
- Yes No N/A Backup Digital Programming files for BAS
- Yes No N/A Smoke Management System(s) Submittals/Shop Drawings
- Yes No N/A Smoke Management System(s) Warranties
- Yes No N/A Smoke Management System(s) Acceptance Testing
- Yes No N/A O&M Manuals

○ Yes No N/A

○ Yes No N/A

○ Yes No N/A

• **Division 26: Electrical**

- Yes No N/A Lightning Protection Submittals/Shop Drawings
- Yes No N/A Lightning Protection Warranties
- Yes No N/A Lightning Protection Certification
- Yes No N/A Arc Flash Analysis and Model (Model must be in SKM)
- Yes No N/A Electrical Submittals/Shop Drawings
- Yes No N/A Electrical Coordination Study
- Yes No N/A Electrical Short Circuit Analysis
- Yes No N/A Editable Digital Copies of All Panel Schedules
- Yes No N/A Complete 1-line Electrical Drawings (If Not Included in As-Built Record Drawings)
- Yes No N/A O&M Manuals

○ Yes No N/A

○ Yes No N/A

○ Yes No N/A

• **Division 27: Communication**

- Yes No N/A Training Videos for Each Space and/or Type of AV Equipment.
- Yes No N/A Uncompiled Programming Code and Touch Panels Files
- Yes No N/A CCIT Inspection and Approval of AV Rack Installations
- Yes No N/A Include line drawings, rack layouts, RCP and floor layouts for IT closets and AV racks in as-built drawings.
- Yes No N/A Two-Way Emergency Communication Submittals/Shop Drawings
- Yes No N/A Two-Way Emergency Communication Warranties
- Yes No N/A Two-Way Emergency Communication Acceptance Testing
- Yes No N/A Emergency Response (Police, Fire EMS) Radio Communication Coverage Acceptance Testing



- Yes No N/A Two-Way Communications Submittals/Shop Drawings
- Yes No N/A Two-Way Communications Acceptance Test
- Yes No N/A Two-Way Communications Warranties
- Yes No N/A O&M Manuals

- Yes No N/A
- Yes No N/A
- Yes No N/A

• **Division 28: Electronic Safety and Security**

- Yes No N/A Fire Alarm Submittals/Shop Drawings
- Yes No N/A Fire Alarm Acceptance Test
- Yes No N/A Fire Alarm Record of Completion
- Yes No N/A Fire Alarm NFPA 72 Form
- Yes No N/A Fire Alarm Warranties
- Yes No N/A Electronic Card Access Submittals/Shop Drawings
- Yes No N/A Electronic Card Access Warranties
- Yes No N/A O&M Manuals

- Yes No N/A
- Yes No N/A
- Yes No N/A

• **Division 31: Earthwork**

- Yes No N/A Earthwork Submittals/Shop Drawings
 - Updated As-Built for all permanent stormwater management system installed.
- Yes No N/A Earthwork Warranties
- Yes No N/A SCDHEC Notice of Termination for Land Disturbance
- Yes No N/A Completed SWPPP
- Yes No N/A Copy of Signed Maintenance Agreement with Schedule for Storm Water BMP Installed.
- Yes No N/A O&M Manuals
- Yes No N/A Complete Site Walk-through with Utilities Staff

- Yes No N/A
- Yes No N/A
- Yes No N/A

• **Division 32: Exterior Improvements**

- Yes No N/A Asphalt Submittals
- Yes No N/A Asphalt Warranties
- Yes No N/A Planting and Irrigation Submittals/Shop Drawings



Yes No N/A Planting and Irrigation Warranties

Yes No N/A O&M Manuals

Yes No N/A

Yes No N/A

Yes No N/A

• **Division 33: Utilities**

Yes No N/A Utilities Submittals/Shop Drawings

▪ Steam: Include detail drawings for manholes and traps.

▪ Lift Stations: Plan and profile plan sheets with pump HP and operating and manufacturer information.

Yes No N/A Utilities Warranties

Yes No N/A Verification of Survey/GIS Record on all New Utilities by University Surveyor

Yes No N/A O&M Manuals

Yes No N/A Test Reports for Steam Utilities

Yes No N/A Water: PTC, PTO, Pressure Test Report and Bacteriological Test Report

Yes No N/A Sewer: PTC, PTO, Pressure Test Report, Vacuum Test Report, Mandrel Test Report, and Air Test Report

Yes No N/A Copies of all Permits to Operate

Yes No N/A Complete Site Walk-through with Utilities Staff

Yes No N/A

Yes No N/A

Yes No N/A

• **Division 34: Transportation**

Yes No N/A Roadway Construction Submittals/Shop Drawings

Yes No N/A Roadway Construction Warranties

Yes No N/A Traffic Signal Submittals/Shop Drawings

Yes No N/A Traffic Signal Warranties

Yes No N/A O&M Manuals

Yes No N/A

Yes No N/A

Yes No N/A

Verification of Receipt of Documents

Project Manager:

TOW Manager:

Vault Manager:



Unless otherwise stated, all items are to be submitted in a universally supported .pdf format.

Items shown on checklist are either known to be required for all work or certain scopes of work by SC Procurement Code, Adopted Building Codes or University Standards or are common construction items. This list is not meant to be completely exhaustive of all information required for all scopes of work. Consult University Project Manager and/or the appropriate Authority Having Jurisdiction for any additional required documentation. Additional Items shall fall in the applicable Division as specified in the most recent version of CSI MasterFormat.

