

NC Construction Grants & Loans Project Closeout Checklist

OWNER / NAME: _____ PROJECT NO.: _____
DESCRIPTION: _____ DATE: _____
CONTRACTOR(S): _____ ENGINEER: _____

ENGINEER'S RESPONSIBILITIES:

- ___ 1 Approved Plans and Specifications in owners possession.
- ___ 2. As-Built/Record Drawings (certified/sealed) provided to owner
- ___ 3. Engineer's Certification
- ___ 4. Test Reports: pipe/pressure tests recorded, concrete, compaction etc.
- ___ 5. Inspector's Daily Logs
- ___ 6. Approved shop drawings and submittals provided to owner
- ___ 7 Operation and Maintenance Manuals (O&M), if required (SRF Only)
- ___ 8. Warranty Information provided to owner.
- ___ 9. Spare Parts Inventory and List provided to owner.
- ___ 10. Training, training sessions done by whom, when, what subject.
- ___ 11 Release/Approval from NC-DOT and/or Rail Roads (if Applicable)

FOR EACH CONTRACT:

- ___ 12 Release of Liens & Consent of Surety to final payment
- ___ 13. Final Sales Tax Report
- ___ 14. Final adjusting Change Order (must match Final Reimbursement Request)

OWNER (Prepare, sign, submit or confirm, as applicable, the following):

- ___ 15. Owners Certification of Completion, acceptance of the completed project.
(This form now satisfies the requirement for a separate Initiation of Operation Letter.)
- ___ 16. Final Reimbursement Request and supporting invoices. All costs, including engineering amendments must be approved by CG&L.
- ___ 17. Clear Site/Easement Certification (a) by Owner & (b) by Owner's Counsel
(Done during design & prior to construction, IF easements added or changed must be redone)
- ___ 18. Miscellaneous items; clean up, punch list, removal of materials storage, etc.
- ___ 19. STAG projects closeout items also include a final MBE, WBE and Quarterly Report, the Final Reimbursement Request form, and the Lobbying Certification. They can be found on our website, (www.nccgl.net).
- ___ 20. Performance Certification *(is required on a few Treatment Plan Projects and is due one year after the completion date.)*

Submit specific item numbers to the following Construction Grants & Loans staff:

CG&L Inspector: 3, 11, 12, 14, 15, 17, 20
Valerie Lancaster: 3, 13, 15, 16
Steve Tsadwa (SRF) or Don Evans (State Programs, STAG): 3, 7, 15, 16, 17, 19