

(Name of Project)
Close Out Checklist

| Item # | Quantity | Description | Check (x) |
|--------|----------|---|-----------|
| 1 | 1 Set | Operation & Maintenance Manuals (O&M) | |
| 2 | 1 Set | Record Drawing - Hard Copy | |
| 3 | 1 Set | Record Drawing - Soft Copy | |
| 4 | 1 | Architectural/Engineerinf Closeout Letter | |
| 5 | 2 | AWI Project Compliance Certifications | |
| 6 | 1 | City of Durham BMP Certificate of Acceptance | |
| 7 | 1 | City of Durham Certificate of Compliance | |
| 8 | 1 | Consent of Surety to Final Payment | |
| 9 | 1 | Contractor's Certification of Completion | |
| 10 | 1 | AIA Doc - Contractor's Affidavit of Release of Liens, accompanied by Subcontractor/Supplier Final Release of Claim for each Subcontractor | |
| 11 | 1 | AIA Doc - Contracto's Affidavit of Payment of Debts & Claims | |
| 12 | 1 | Listing of Warranties | |
| 13 | 1 | Filled out Closeout form from General Services | |
| 14 | 1 | Final Sales Tax Report | |