



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

FACILITY PROFESSIONAL SERVICES

## FINAL ACCEPTANCE CHECKLIST

Project Number:		Project Title:			
Contractor:		Project Manager:			
✓	ACTION:	Reference Info. <sup>1</sup>	Verified		
			By	Date	
1.	<b>Contractor:</b> Submit written notice that all incidental corrective work (punch list) completed	GC 6.09; per Spec.			
2.	<b>Contractor:</b> Submit final list of subcontractors, all tiers, which worked on the project and confirm that all affidavits have been submitted.	GC 5.04C			
<b>Contractor: All work done per contract</b>					
3.	Print Name: _____ Signature: _____	Date: _____			
4.	<b>A/E<sup>2</sup>:</b> In consultation with E&AS PM and Owner, conduct a final on-site inspection of punch list to confirm completion.	GC 6.09; per Spec.			
5.	<b>A/E<sup>2</sup>:</b> Confirms review and approval of final "As-Built" Record Documents from contractor	GC 4.02			
6.	<b>PM:</b> Identify any and all claims and/or disputes	GC 6.09			
7.	<b>PM:</b> Verify all FAs and COPs resolved, approved and all Change Orders processed	GC 6.09			
8.	<b>Commissioning Authority Verification:</b> All post-commissioning fine-tuning complete and issues resolved	GC 6.09; per Spec.			
9.	<b>Commissioning Authority:</b> Submit Commissioning Final Report (except seasonal testing)	GC 6.09; per Spec.			
<b>A/E<sup>2</sup> Recommendation of Acceptance</b> (All work acceptable per Contract)					
10.	Print Name: _____ Signature: _____	Date: _____			
<b>Client Agency Acceptance</b>					
11.	Print Name: _____ Signature: _____	Date: _____			
<b>E&amp;AS PM Determination of Date of Final Completion</b>					
12.	Print Name: _____ Signature: _____	Final Completion Date: _____			
13.	<b>PM:</b> Uses the L&I portal and approved affidavits. Apprenticeship participation is _____%. Processes incentive payments for meeting the 15% goal. If goal wasn't achieved, evaluates good faith effort (if applicable) or calculates the fine.	Sup Conds 10.12; per Spec.			
14.	<b>PM:</b> Verify any and all claims and/or disputes resolved	GC 6.09			
15.	<b>PM:</b> Verify final contractor invoicing (100% & retainage as applicable) complete	GC 6.09; per Spec.			
16.	<b>PM:</b> Verify all affidavits, including lower tier subcontractors, submitted to L&I	GC 5.04 RCW 39.12.040			
17.	<b>PM:</b> Verify that final audit is complete and notify the Contracts Specialist to close the project in the DES Diversity Compliance program (B2Gnow)				
18.	<b>PM:</b> Verify that all documents are retained, recycled, or submitted to Archives as per DES policy				
<b>FPS PROGRAM MANAGER OR APM Approves Closing the Contract</b>					
19.	Print Name: _____ Signature: _____	Date: _____			
20.	<b>CS:</b> Closes the contract and advertises the Final Acceptance date. 45-day lien period begins.				
21.	<b>CS:</b> Notifies the A/E, Client Agency, and Contractor that the contract has been accepted.				
22.	<b>PM:</b> Identify requested contract action (A/E)	<b>Close Agreements</b>			
		<b>Close Project</b>			
	Footnote:				

<sup>1</sup> References are for information. Contractor shall refer to the Contract Documents to fulfill all contract requirements.

<sup>2</sup> If there is not an A/E for the project, the FPS PM will complete