



**FINAL ACCEPTANCE
CHECKLIST**

Project Number:		Project Title:		
Contractor:		Project Manager:		
✓	ACTION:	Reference Info. ¹	Verified	
			By	Date
1.	Contractor: Submit written notice that all incidental corrective work (punch list) completed	GC 6.09; per Spec.		
2.	Contractor: Submit final list of subcontractors, all tiers, that worked on the project	GC 5.04C		
3.	Contractor: All work done per contract			
	Print Name: _____ Signature: _____ Date: _____			
4.	A/E²: 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.	A/E²: Confirms review and approval of final "As-Built" Record Documents from contractor	GC 4.02		
6.	PM: Identify any and all claims and/or disputes	GC 6.09		
7.	PM: Verify all FAs and COPs resolved, approved and all Change Orders processed	GC 6.09		
8.	Commissioning Authority Verification: All post-commissioning fine-tuning complete and issues resolved	GC 6.09; per Spec.		
9.	Commissioning Authority: Submit Commissioning Final Report (except seasonal testing)	GC 6.09; per Spec.		
10.	A/E² Recommendation of Acceptance (All work acceptable per Contract)			
	Print Name: _____ Signature: _____ Date: _____			
11.	Client Agency Acceptance			
	Print Name: _____ Signature: _____ Date: _____			
12.	E&AS PM Determination of Date of Final Completion			
	Print Name: _____ Signature: _____ Final Completion Date: _____			
13.	PM: Verify statement of Apprenticeship Participation reporting complete. If goals weren't met, PM creates a memo for the project folder explaining why	Sup Conds 10.12; per Spec.		
14.	PM: Verify any and all claims and/or disputes resolved	GC 6.09		
15.	PM: Verify final contractor invoicing (100% & retainage as applicable) complete	GC 6.09; per Spec.		
16.	PM: Verify all affidavits, including lower tier subcontractors, submitted to L&I	GC 5.04 RCW 39.12.040		
17.	PM: Verify that final audit is complete and notify the Contracts Specialist to close the project in the DES Diversity Compliance program (B2Gnow)			
18.	PM: Verify that all documents are retained, recycled, or submitted to Archives as per DES policy			
19.	E&AS APM Approves Closing the Contract			
	Print Name: _____ Signature: _____ Date: _____			
20.	CS: Closes the contract and advertises the Final Acceptance date. 45-day lien period begins.			
21.	CS: Notifies the A/E, Client Agency, and Contractor that the contract has been accepted.			
22.	PM: Identify requested contract action (A/E)	Close Agreements		
		Close Project		

Footnote:

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

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