

**WASHINGTON STATE  
DEPARTMENT OF ENTERPRISE SERVICES  
FACILITIES PROFESSIONAL SERVICES  
ENERGY PROGRAM**

ENERGY SERVICES CONSTRUCTION COMPLETION CHECKLIST

Project Title: _____	Project No. _____	Date: _____
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Agency: \_\_\_\_\_ Facility: \_\_\_\_\_

<b>√</b>	<b>ACTION:</b>										
	1. Final inspection: ESCO, Energy-PM, Utility, & Owner - (Items found after final inspection will be placed on warranty list unless item significantly impairs operation of facility). ESCO completes work identified on punch list.										
	2. ESCO issues Notice of Commencement of Energy Cost Savings and Energy-PM approves. Commencement of Measurement and Verification.										
	3. Substantial Completion (If partial completion, attach letter-describing phase or segment included in substantial completion). Warranty period begins on the date of substantial completion for the phase or segment included. Substantial Completion Date: _____										
	4. ESCO provides accounting of final costs, along with final invoices if not previously submitted										
	5. Deductive change order approved and processed as necessary										
	6. Time extension change order approved and processed (if required)										
	7. Confirm ESCO coordinates with utilities for incentives and rebates										
	8. Utility written acceptance, as required										
	9. Energy PM confirms receipt of and delivery to the client of the following: <ul style="list-style-type: none"> <li>• Electrical Inspection</li> <li>• Boiler Inspection</li> <li>• Air Quality Inspection</li> <li>• 100% Design Documents</li> <li>• O&amp;M Manuals to include: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Operator Training Log</td> <td style="width: 50%;">6. Disposal Manifests</td> </tr> <tr> <td>2. Post-Installation M&amp;V Report</td> <td>7. Certificate of Warranty from Subcontractors</td> </tr> <tr> <td>3. As-built Drawings</td> <td>8. Spare material and parts list</td> </tr> <tr> <td>4. Shop Drawings/Submittals</td> <td>9. Commissioning/Balance Reports</td> </tr> <tr> <td>5. Test Reports</td> <td>10. Warranty responsibility contacts</td> </tr> </table> </li> </ul>	1. Operator Training Log	6. Disposal Manifests	2. Post-Installation M&V Report	7. Certificate of Warranty from Subcontractors	3. As-built Drawings	8. Spare material and parts list	4. Shop Drawings/Submittals	9. Commissioning/Balance Reports	5. Test Reports	10. Warranty responsibility contacts
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	10. Intents and Affidavits of Wages Paid have paper copies filed										
	11. Energy- PM fills out Completion Notice Form and obtains appropriate signatures										

**ENERGY SERVICES CONSTRUCTION COMPLETION CHECKLIST CONTIUNUED**

√	<b>ACTION:</b>
	12. FPS Energy notification of Final Acceptance to ESCO and Client Agency (email from contracts section); 45-day lien period begins
	13. FPS-PM: Approves ESCO retainage invoice and submits to Client Agency
	14. FPS-PM: Requests submission of invoice for DES project management fees to Client Agency
	15. FPS-PM: Request Contracts to extend IAA for Measurement and Verification (M&V) period if required
	16. Client Agency (Energy PM to explain points below to Client Agency): <ul style="list-style-type: none"><li>• Submits State of Washington "Notice of Completion of Public Works Contract" form F215-038-000 <a href="http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2404">http://www.lni.wa.gov/FormPub/Detail.asp?DocID=2404</a> to the Department of Labor and Industries, Revenue and Employment Security. All known contractors are to be listed on the request form.</li><li>• Client to receive "Retainage Release" letter from the Departments of Labor and Industries (LNI).</li><li>• Client to receive "Certificate of Payment of State Excise Taxes by Public Works Contractor" from Revenue (DOR).</li><li>• Client to receive "Certificate of Payment of Contributions, Penalties and Interests on Public Works Contract" from Employment Security (ESD).</li><li>• Client to pay retainage after receipt of above documents from LNI, DOR, ESD and 45-day retainage release</li></ul>