



DESIGNER CLOSEOUT CHECKLIST

(Attach to final designer invoice)

Project Name _____

Designer _____

Contractor _____

Bid Number _____ Bid Date _____ Gross Square Feet _____

Substantial Completion Date _____ Net Square Feet _____

Choose either Yes or Not Applicable (N/A) for each item to certify that it has been completed and/or submitted.

- Yes N/A Fire Marshall Review Letter – Electronic Version
- Yes N/A Fire Marshall Occupancy Authorization Letter – Electronic Version
- Yes N/A Fire Marshall Stamped Plans and Specifications – Electronic Version
- Yes N/A Record Drawings in A-CAD with Xref files – Electronic Version
- Yes N/A Record Drawing Specs in Word format – Electronic Version
- Yes N/A Record Drawing set in pdf format
- Yes N/A Contractor’s Final Certificated for Payment
- Yes N/A Keys and Hardware Schedule
- Yes N/A O & M Manuals – Electronic Version
- Yes N/A Punch List
- Yes N/A Technical Air Balance Reports
- Yes N/A Roof Warranties – Electronic Version
- Yes N/A Designer’s Final Invoice
- Yes N/A Approved Submittals in pdf format
- Yes N/A Environmental Closeout Report
- Yes N/A Designer’s **signed** statement ***that no asbestos containing building material (ACBM) was specified as a building material in any construction documents, or to the best of his or her knowledge, no ACBM was used as a building material in the space or building. This is in accordance with LAC 33:III.2735.A.7 – Exclusions, and a copy shall be submitted to LSU EHS.***

Comments

Designer Signature Date

PDC Document Archives Signature Date

Designer Print Name

PDC Document Archives Print Name

PDC Project Manager Signature Date

PDC Project Manager Print Name