



## Appendix E

# CLOSE OUT DOCUMENT CHECKLIST

**PROJECT NAME:**

**PROJECT NO:**

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Please submit the following documentation to the PROJECT OFFICE no later than 2 weeks upon Project Completion Date. Provide (1) hard copy in an indexed and tabbed 3 ring binder and (1) electronic copy of all documentation checked off below. A 10% holdback will be enforced until all required information is submitted, reviewed and approved.

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### GENERAL (Architectural/Structural/Mechanical/Electrical/Communications)

- ☐ Contact Information including names, addresses and phone numbers of :
  - General Contractor/Construction Manager,
  - Subcontractors,
  - Spare Parts suppliers
  
- ☐ As Built Documents – provide as built drawings in both CAD and PDF formats, updated with respect to any changes or alterations made onsite to original Scope of Work including all CCN documents. If no changes were made to original Scope of Work, provide as built drawings indicating as built conditions in the title block. Upon request, Caesars Windsor will provide to Vendor the base drawings to which Vendor will document all changes and/or alterations.
  
- ☐ Reviewed Shop Drawings
  
- ☐ Certified Engineered Structural Drawings
  
- ☐ Reviewed Cut Sheets/Product Data
  
- ☐ Operating Manual – information required to operate and maintain systems and equipment
  
- ☐ Maintenance Manual – recommended maintenance procedures
  
- ☐ Cleaning Instructions
  
- ☐ Spare Parts List – provide recommended spare parts list complete with model numbers and local suppliers
  
- ☐ Spare Parts (*P.M. to list materials. ie; light bulbs, filters, belts, etc.*)
  
- ☐ Schedules – Doors/Windows/Finishing/Hardware/Colour



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- ☐ Attic Stock – all materials to be packaged with protective covering, materials should be labeled and identified with Project Name and Number. *(P.M. to specify materials and quantities)*
- ☐ (1) Year Warranty for Workmanship and Labour – clearly indicate Start Date, Project Name and Project Number
- ☐ Manufacturer's Warranty – clearly indicate Start Date, Project Name and Project Number. *(PM to list special warranty types and durations)*

### MECHANICAL

- ☐ Valve tag chart
- ☐ Systems Testing
- ☐ Sprinkler and Standpipe Test Report
- ☐ TSSA Approvals/Inspection Certificates
- ☐ Air and Water Balancing Reports
- ☐ Verification of BAS Controls
- ☐ Wiring and connection diagrams
- ☐ Inspection Certificates issued by regulatory authorities
- ☐ Commissioning Plan
- ☐ Training - Provide formal and proper training of Owner's staff for all new equipment



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### ELECTRICAL

- ☐ Panel Schedules
- ☐ Wiring and connection diagrams
- ☐ Verification of Fire Alarm
- ☐ Surveillance System Verification
- ☐ Certificate of Inspection by ESA
- ☐ Inspection Certificates issued by regulatory authorities
- ☐ Commissioning Plan
- ☐ Training - Provide formal and proper training of Owner's staff for all new equipment

### COMMUNICATION

- ☐ Schedules
- ☐ Testing and Verification Reports