

MASSACHUSETTS PORT AUTHORITY

Construction Closeout Checklist

Project No.: _____ Project Name: _____

General Contractor: _____ Architect/Engineer: _____

PM's Initials	Event	Date
_____	GC submits a List of Outstanding Work to RE and Engineer.....	_____
_____	GC submits signed As-Built Drawings to the Engineer.....	_____
_____	Engineer submits properly formatted Record Drawings to MPA GIS Center.....	_____
_____	MPA Compliance Dept. approves DBE participation by GC and verification that all required Compliance reports, including those of all subcontractors, have been submitted.....	_____
_____	GC submits Operation and Maintenance Manuals to the Engineer and Facility Managers.....	_____
_____	GC conducts training for Facility Manager and Operators.....	_____
_____	GC submits Guarantees/Warranties to Engineer/Facility Representative.....	_____
_____	GC turns over Attic Materials to the MPA Facility Manager.....	_____
_____	GC returns Security Identification Badges and Apron Permits to Aerodrome Office.....	_____
_____	GC returns loaned Communication Equipment to Massport (Aviation Operations).....	_____
_____	GC gets Certificate of Compliance from the Conservation Commission and submits to Engineer	_____
_____	Engineer completes Preliminary Inspection (before acceptance for occupancy).....	_____
_____	GC corrects substantive items.....	_____
_____	RE and Engineer prepare Punch List.....	_____
_____	Engineer inspects and issues Certificate of Substantial Completion.....	_____
_____	State Building Inspector issues Certificate of Occupancy.....	_____
_____	GC completes working off Punch List.....	_____
_____	PM, Engineer and GC complete Final Inspection of Project with Client.....	_____
_____	MPA, GC and Engineer sign Massport Certificate of Final Inspection, Release and Acceptance	_____
_____	Final Pay Requisition submitted by GC and paid by Massport.....	_____
_____	Ribbon Cutting Ceremony.....	_____
_____	Submit General Contractor Evaluation.....	_____
_____	Engineer submits Master Project File, including Record Drawings, to the MPA Project Manager	_____
_____	PM pays Consultant and submits (Engineer) Evaluation to Assistant Director, Business Strategy	_____
_____	MPA submits Consultant (Engineer) Evaluation.....	_____
_____	PM submits Project Closeout Memo to Assistant Director, Project Controls, stating all work completed, all payments made.....	_____
_____	Mail Project Evaluation form to customer for comments.....	_____