

CONTRACT CLOSEOUT CHECKLIST

✓	Submit (if applicable)	Architect Originated	Contractor Originated	JCPS BD Approval	KY State Approval
	AIA Substantial Completion	X			
	BG-4	X		X	X
	Letter of Substantiation of MWBE participation		X		
	Final Certificate of Payment		X		
	Consent of Surety G707		X		
	Waiver of Liens/G706 & G706A		X		
	Letter stating no use of asbestos.		X		
	Electrical Certificate*		X		
	Elevator Certificate*		X		
	Plumbing Certificate*		X		
	Boiler Certificate*		X		
	Fire Sprinkler Certificate*		X		
	Fire Alarm Certificate*		X		
	Certificate of Occupancy*		X		
	KETS Test Data		X		
	KETS Warranty Letter		X		
	Roof Warranties		X		
	Maintenance Manuals		X		
	Letter of Completion of all Punchlist Items		X		