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| --- | --- | --- | --- | --- |
| **Owner:** |  |  | **Project No.:** |  |
| **Project Name:** |  | | | |

Owner certifies that the following checked-off items have been received\* or have occurred (put N/A if not applicable). Do not submit items 1-13 to DWI:

1. As-Built/Record Drawings (certified/sealed)

2. O&M Manuals

3. Test Reports: pipe/pressure tests recorded, concrete, compaction, etc.

4. Field Notes from the designated Construction Observer (often called “daily logs”)

5. Approved Shop Drawings and Submittals

6. Warranty Information (both from contractor and manufacturers of equipment)

7. Release of Liens & Consent of Surety to Final Payment from contractor

8. Spare Parts Inventory and List (i.e., spare parts normally provided gratis by manufacturers)

9. Training sessions completed

10. Release/Approval from NC-DOT and/or Rail Roads

11. Contact DEQ Regional Office to inform them of facility startup

12. Davis-Bacon certified payrolls, complete

13. AIS manufacturers certifications, complete

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Authorized Representative (Print) |  | Authorized Representative (Signature) |  | Date |

Submit the following to the attention of the appropriate DWI staff, as indicated:

***To the construction inspector for this project:***

14. Final adjusting change order (must match final reimbursement request)

***To the accountant for this project: (Jackie Moore or Teresa Tripp)***

15. Final reimbursement request and supporting invoices, plus final sales tax report

***To Pam Whitley:***

16. This Project Closeout Checklist, signed & dated by the Authorized Representative

17. DWI’s Owner’s Certification of Completion (Form on website\*\*)

18. DWI’s Engineer’s Certification (Form on website\*\*)

19. Clear Site/Easement Certification *(a)* by Owner & *(b)* by Owner’s Counsel, if changes were made

20. Fiscal Sustainability Plan Certification (CWSRF only)