

CITY OF MILPITAS

Building & Safety Department
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 Milpitas, CA 95035
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INSPECTION CHECKLIST

CLOSEOUT CHECKLIST

Project:	Project No.:	Project Manager:
Contractor:	Inspector:	

	Action	Date Completed	Req'd
1.	Check that the Inspector's Closeout Checklist has been completed correctly.		
2.	Note the date when the Contractor's Certification of Completion <u>written</u> request for a Final Inspection is received.		
3.	After reviewing the Contractor's Record Drawings submittal and finding it satisfactory, transmit it to the Project Engineer for review and formal submittal sign off. Note the date of transmittal to the Project Engineer.		
4.	Review the contract file for completeness and order and file all Inspection project documents at this time. Check particularly that: <ul style="list-style-type: none"> a. Correspondence files, letters, field memos, transmittals are complete and in order, with documents filed in reverse chronological order (i.e. most recent date on top). b. Review all RFQ and CCO files and ensure they are in order and complete. c. Verify that all Change Orders are fully executed by City Engineer and Contractor and that they are reconciled with payment certificates and are on file. d. Remove duplicates. e. Copy of Punchlist f. Copy of Project Logs g. Copy of all W.W.S h. Copy of Inspection Deficiency Log i. Copy of Inspection Daily Reports 		
5.	Only when <u>all</u> the Punchlist items are signed off by the Project Inspector and Project Manager, forward a copy of the Punchlist to the Customer Department/Maintenance/Other as appropriate and obtain final signoff. Note the date these documents were hand-delivered for signature.		
6.	Process the Final Progress Payment with Lien Release documents and Instruct the Contractor to invoice the Retention Release Payment 35 days from the date that the City Council passed Initial Acceptance of the project. Note the date payment was transmitted.		
7.	Assemble the following into a project binder and transmit to the Customer Department. <ul style="list-style-type: none"> a. Copy of equipment warranties b. Copy of roof warranty (if a roof is involved) c. Copy of the Final Record Drawings d. Submittal documents e. Documentation of transfer of spare parts or special tools supplied under the Contract to the Customer Department. Note the date of transmittal of this package.		
8.	Review all items 1 through 10 above, and make sure all items are complete. If <u>all is complete sign form at bottom</u> , copy the checklist and place a <u>copy</u> in the file.		

INSPECTION CHECKLIST
CLOSEOUT CHECKLIST (Cont'd)

Comments:

Signature of Inspector Date

Signature of Project Manager Date