LICENSEE CLOSEOUT CHECKLIST

The Licensee shall deliver or cause to be delivered to the Owner the following items. The Licensee shall verify completion of each item by indicating the date that each item was provided and initialing the form in the appropriate adjacent space. This form shall be completed and provided to the Owner before issuance of the final application for payment. The following list is intended to aid the Licensee in properly gathering and submitting closeout items and it is not intended to over-ride the requirement for any additional closeout items that may be required elsewhere in the License Agreement.

Project Title: **Project Number:**

Licensee: **Prepared By:**

	Description:	Date Completed:	Verified By (Initials):
1.	Operation and maintenance manuals (To be submitted at 80% completion of Work)		
2.	Warranties		
3.	Operating and Training Instructions as required by the License Agreement.		
4.	Testing and Balancing Reports as required by the License Agreement.		
5.	Final cleaning		
6.	Request for Final Inspection		
7.	Completion of Punch List		
8.	Record drawings		
9.	Final lien releases or waivers from all persons supplying material or services for the Work		
10.	Affidavits of Compliance with the Prevailing Wage Law, properly executed by the Licensee and each subcontractor		
11.	Certified copies of the payrolls for the Licensee and each subcontractor		
12.	Return all keys to Key Control and verification of such is made		
13.	Provide spare parts and/or attic stock as required by the License Agreement along with proof of delivery		
14.	Sign and submit all change orders		
16.	All other items as required by the License Agreement.		