



**TARRANT COUNTY
FACILITIES MANAGEMENT**

PROJECT: _____

CONTRACTOR: _____

PURCHASE ORDER # _____ RETAINAGE AMOUNT: _____

Project Closeout Requirements:

The following items are required by Tarrant County prior to final acceptance and final payment for this project:

- Certificate of Occupancy (To be submitted at Substantial Completion).
- Project Submittals to include, but not limited to:
 1. Requests for Information (with response)
 2. Shop Drawings
 3. Architect's Supplemental Instructions
- Record Drawings
 1. Number of Copies: Submit one hard copy set of drawings and one electronic set on CD.
 2. Format: Identify and date each record drawing; including the designation "PROJECT RECORD DRAWING" in a prominent location.
 3. Record drawings filed on K: drive.
- Warranties and Operation and Maintenance Manuals: to include, but not limited to:
 1. Complete instructions regarding operation and maintenance of all equipment involved.
 2. Complete nomenclature of all parts of all equipment.
 3. Copy of all guarantees and warranties issued.
- Perform training and submit training certificates for County personnel
 1. The training is to include, but is not limited to, the operation, adjustment, and maintenance of products, equipment and systems.
- Surety Release
 - AIA Document G707 – Consent of Surety to Final Payment or,
 - AIA Document G707A – Consent of Surety to Reduction in or Partial Release of Retainage
- Lien Release
 - AIA Document G706 – Contractor's Affidavit of Payment of Debts and Claims
 - AIA Document G706A – Contractor's Affidavit of Release of Liens
- Spare Parts / Extra Materials
 1. Format: Label each with manufacturer's name and model number where applicable.
- Certified copy of Architect's Substantial Completion Certificate and inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for final acceptance.