



Project Close-out Deliverables Transmittal

Job Name: _____ Job Number(s): _____ RFP #: _____

Site: FWA ☐ JBER ☐ FGA ☐ CLIN: _____ Project Number: _____ Project Manager: _____

Substantial Completion Milestone

☐ Project has reached substantial completion. _____
Accounting Substantial Completion Date

Construction Completion Milestone

☐ Project has reached the construction completion milestone.

☐ N/A for this project

Project Deliverables

Required	Complete	Deliverable	Notes
<input type="checkbox"/>	<input type="checkbox"/>	GIS Data input into GIS system is complete and accurate	
<input type="checkbox"/>	<input type="checkbox"/>	Record Drawings CAD & PDF	
<input type="checkbox"/>	<input type="checkbox"/>	Commissioning report	
<input type="checkbox"/>	<input type="checkbox"/>	Quality Assurance / Quality Control reports	
<input type="checkbox"/>	<input type="checkbox"/>	Fixed Asset Data The asset data reflected in the Fixed Asset database is accurate (see attached report)	
<input type="checkbox"/>	<input type="checkbox"/>	Manager Plus Applicable documents such as O&M manuals, warranty info & cut sheets have been provided to operations	
<input type="checkbox"/>	<input type="checkbox"/>	Meters The number and type of meters are accurately reflected on the attached MDM report	
<input type="checkbox"/>	<input type="checkbox"/>	Final invoicing has been received from vendors and subcontractors	
<input type="checkbox"/>	<input type="checkbox"/>	Final project closure cost workbook	
PM Initials in agreement of required deliverables			

Project Deliverables Complete _____
Project Manager's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Required	Complete	Deliverable	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Manager Plus Manager + has been populated with applicable asset data, SOP's, & maintenance info	
<input type="checkbox"/>	<input type="checkbox"/>	Meter Readings Meters have been input into MDM and are reading	

Notes: