



121 WEST TRADE

PROJECT CLOSEOUT AND ACCEPTANCE FORM

Building:	Project Manager:		
Tenant/Project Name	Floor Number		
<i>As-Built Drawings</i>	<i>Received</i>		
	Yes	N/A	Date Received or Completed
Contract As Built Drawings (Current Revision)			
Contract Specifications (Current Revision)			
Project Change Orders			
All Shop Drawings			
Electrical Single Line Diagrams			
Control Diagrams			
Accepted by:			Date:
<i>Permits/Certification Documents</i>	<i>Received</i>		
	Yes	N/A	Date Received or Completed
All of Punch List Completed and Signed Off			
Certificate of Temporary Occupancy			
Certificate of Occupancy for Space or Building			
Test and Balance Reports			
System Commissioning Validation Report			
Manufacturer Equipment Start Up Check List			
Accepted by:			Date:
<i>Operation and Maintenance Manuals</i>	<i>Received</i>		
	Yes	N/A	Date Received or Completed
Equipment Sequence of Operation			
Equipment O & M Manuals			
Maintenance Contract Information			
Warranty Information			
Operations Training			
Accepted by:			Date:
<i>Equipment/Device Identification</i>	<i>Received</i>		
	Yes	N/A	Date Received or Completed
Electrical Panel Breaker Schedules			
Contract Specified Spare Parts			
Valve Identification Tags			
Equipment/Device Labeling			
System Single Line Schematic for Wall Mounting			
Accepted and Field Verified by:			Date:
Comments:			