

**Before a Letter of Closeout will be issued,
all items on the Project Acceptance Checklist must be complete.**

<input type="checkbox"/>	Copies of all permits, licenses, inspection certificates have been obtained
<input type="checkbox"/>	All appropriate docs. (Guarantees, Warranties, Manuals, etc.) have been submitted
<input type="checkbox"/>	All claims, Stop Notices, etc. have been resolved
<input type="checkbox"/>	Final punch list has been created
<input type="checkbox"/>	Punch list inspection walk through is complete
<input type="checkbox"/>	Work items on final punchlist have been completed
<input type="checkbox"/>	Obtain Building & Safety and other Regulatory agency sign-off, if needed
<input type="checkbox"/>	Commissioning/Activations activities complete
<input type="checkbox"/>	Specialized Training Complete
<input type="checkbox"/>	As Built Drawings submitted in KCAB CAD standard format and a PDF electronic version to KCAB Planning & Development
<input type="checkbox"/>	Spare parts/techmanuals/special tools have been provided by the contractor
<input type="checkbox"/>	Final project cost review and consolidation is complete
<input type="checkbox"/>	Date of Benefiical Occupancy is confirmed
<input type="checkbox"/>	Certificate of Occupancy
<input type="checkbox"/>	HVAC Balance Report
<input type="checkbox"/>	All Keys and ID's have been returned
<input type="checkbox"/>	State Fire Marshall Inspection
<input type="checkbox"/>	Special Inspection Final Report
<input type="checkbox"/>	Elevator or Generator Inspection
<input type="checkbox"/>	Removal of Temporary Facility
<input type="checkbox"/>	Final Cleaning
<input type="checkbox"/>	Landscape Maintenance Periods
<input type="checkbox"/>	Final Health Inspection
<input type="checkbox"/>	Confirmation of No Liens against project
<input type="checkbox"/>	Certified Statement of project cost including itemized breakdown of fixed improvements and trade fixtures.(as applicable based on project type)