

D&C FDC-PTO-CLOSE OUT Template

Doc ID	Document	Source	N/A?	Received	Date Received	Const. Approval.	Comments
1	2000	FILES DURING CONSTRUCTION	<input type="checkbox"/>	<input type="checkbox"/>			
2	2001	Correspondence	<input type="checkbox"/>	<input type="checkbox"/>			
3	2002	COVID Affidavit and Work Plans	Developer	<input type="checkbox"/>	<input type="checkbox"/>	●	
4	2100	ARCHITECT'S DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>			
5	2101	Architect Field Reports	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	For HTF, HOME & Federally Funded Developments
6	2102	SK's & Shop Drawings	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	
7	2103	ASI (Architect's Supplemental Instructions)	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	
8	2104	Submittal Log with Approved Submittals	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	
9	2105	Punch-list Inspections	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	
10	2200	CONTRACTOR'S DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>			
11	2201	Notice to Proceed	Owner/ Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	If Required
12	2202	Updated Construction Schedule	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
13	2203	Meeting Minutes Files	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
14	2204	Change Order Request Log with Change Estimates	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
15	2205	Executed Change Orders	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
16	2206	RFI Log with RFI's	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
17	2207	Test Reports	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	Soil Compaction, Concrete, FA, FP, Boilers, etc.
18	2208	Lead Hazard Down Grade	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
19	2209	Environmental Test & Clearance Reports	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	Mold, lead, radon, asbestos, waste oil, PCB's, etc.
20	2300	RI HOUSING DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>			
21	2301	Contract Signed Plans, Specs & Addendum	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>	●	Confirm contract documents are scanned to Docu Share
22	2302	Pre-Construction Meeting Agenda	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>	●	
23	2303	Pencil Requisitions	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>	●	
24	2304	Requisition Files	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>	●	
25	2305	D/C Staff Inspection Reports	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>	●	
26	2307	Contact List Files	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>	●	
27	2308	Other	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>	●	
28	3000	PERMISSION TO OCCUPY FILES	<input type="checkbox"/>	<input type="checkbox"/>			
29	3001	Correspondence		<input type="checkbox"/>	<input type="checkbox"/>		
30	3100	ARCHITECT'S DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>			
31	3101	PTO Form HF-30	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	D&C to sign-off on HOME, HTF & BHRI Inspection (See PTO)
32	3102	Punch List (with Architect's sign-off)	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	
33	3103	AIA Substantial Completion Form G-704	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	
34	3200	CONTRACTOR'S DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>			

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35	3201	Certificate of Occupancy	Contractor	<input type="checkbox"/>	<input type="checkbox"/>		
36	3202	Accessible Site - No Heavy Equipment	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
37	3203	Municipality Acceptance of Roadway	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
38	3221	Energy Star, Tier 2 Testing & HERS testing	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
39	3222	Equipment Rebates	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
40	3210	Systems Test Reports & Certificates:	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
41	3211	State Boiler Inspection 200,000 BTU or more	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
42	3212	Boilers - Start up & Commissioning	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
43	3213	Sprinkler System	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
44	3214	Fire Alarm System	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
45	3215	Emergency Call System	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
46	3216	Elevator	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
47	3220	Environmental Tests; Certificates / Close out	Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	●	
48	3221	RIDOH Lead Safe / Lead Free Certificates	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	Clearance test unit, common, exterior, soil & water
49	3222	Lead Water & Soil Clearance - New Construction	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
50	3223	HUD Part 35 - Lead Clearance Affidavit	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	PT 35 Visual Observation Report Required
51	3224	Asbestos	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	Air Clearance & Dump Receipts
52	3225	Lead	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	Analytical Reports
53	3226	Radon	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	Clearance Testing
54	3227	Mold	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	Clearance Reports, if applicable
55	3228	Waste Oil	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	Waste Manifest & UST Closure Reports, if applicable
56	4000	PROJECT CLOSE-OUT FILES		<input type="checkbox"/>	<input type="checkbox"/>		
57	4001	Correspondence		<input type="checkbox"/>	<input type="checkbox"/>		
58	4100	ARCHITECT'S DOCUMENTS		<input type="checkbox"/>	<input type="checkbox"/>		
59	4101	As-Built Drawings	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	Architect Transmittal of Compliance Required
60	4102	Inspecting Architect Certificate of Completion Form	Architect	<input type="checkbox"/>	<input type="checkbox"/>	●	RIH Form
61	4200	CONTRACTOR'S DOCUMENTS		<input type="checkbox"/>	<input type="checkbox"/>		
62	4201	Final Requisition	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
63	4202	Cost Certification	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
64	4203	Final Lien Waivers & Affidavits	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
65	4204	Davis Bacon inc Certified Payroll Reports	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
66	4205	Affirmative Action Reporting Complete	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
67	4206	Confirm Section 3 reporting complete on HOME & HTF deals	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	
68	4207	Operating Manual & Maintenance Brochures	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	●	Architect Transmittal of Compliance Required

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69	4208	One Year Guaranty for all Labor & Material	Contractor	<input type="checkbox"/>	<input type="checkbox"/>		●	
70	4209	Product Warrantees / Guarantees approved by Arch	Contractor	<input type="checkbox"/>	<input type="checkbox"/>		●	O&M's required if not furnished at PTO
71	4210	RAWP Closure Report with ELUR	Contractor	<input type="checkbox"/>	<input type="checkbox"/>		●	
72	4211	Energy Star HERS Rating Reports	Contractor	<input type="checkbox"/>	<input type="checkbox"/>		●	
73	<input type="checkbox"/> 4300	OWNER / DEVELOPER'S DOCUMENTS		<input type="checkbox"/>	<input type="checkbox"/>			
74	4301	Cost Certification	Developer	<input type="checkbox"/>	<input type="checkbox"/>		●	
75	4302	Final Requisition	Developer	<input type="checkbox"/>	<input type="checkbox"/>		●	
76	4303	Final ALTA Survey	Developer	<input type="checkbox"/>	<input type="checkbox"/>		●	
77	4304	Surveyors Report	Developer	<input type="checkbox"/>	<input type="checkbox"/>		●	
78	4305	Evidence of Building Incentives & Rebates	Developer	<input type="checkbox"/>	<input type="checkbox"/>		●	
79	<input type="checkbox"/> 4400	RI HOUSING DOCUMENTS		<input type="checkbox"/>	<input type="checkbox"/>			
80	4401	HOME Program Inspection Reports	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>		●	
81	4402	Verification of Lead Safe Home File Close out	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>		●	
82	4403	Final Property Addresses sent to Compliance	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>		●	
83	4404	Missing documents not submitted at PTO	RIH Specialist	<input type="checkbox"/>	<input type="checkbox"/>		●	