



Construction Management

University of Missouri-Columbia

Planning, Design & Construction Campus Facilities

117 General Services Building
Columbia, MO 65211-3200

PROJECT COMPLETION TRACKING CHECKLIST

PHONE (573) 882-1133

FAX (573) 882-1175

PROJECT NAME _____

MU PROJECT NUMBER _____

MU - CONSTRUCTION MANAGER

CONTRACTOR

Substantial Completion Acceptance Checklist	DATE	REMARKS
1. Projected Substantial Completion Date.		
2. Final Punchlist Date.		
3. Fire alarm & Fire Protection Systems tested and online.		
4. Lightning protection system certification on file.		
5. Permanent keys turned over to client.		
6. Actual Substantial Completion Date.		

Testing and Balancing Completion Checklist	DATE	REMARKS
1. System testing and balancing performed and reports received.		

Project Closeout Checklist	DATE	REMARKS
1. System Training Complete.		
2. Spare Parts Received.		
3. Commissioning Report Received.		
4. As-Builts Received.		
5. Operation and Maintenance Manuals Received.		
6. Punchlist Completed.		
7. Archive Completed.		

***Fill out all form fields before signing!**

Name	Organization	Title	Signature
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	<u>University of Missouri Commissioning Authority</u>		
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