

Once the project is substantially complete, the next steps are as follows:

- A/E shall execute a G704 Certificate of Substantial Completion and then send to the CM/Contractor for review and execution.
- A/E shall visit the project site and provide an observation reports/punchlist of items for the CM/Contractor to finish and/or correct prior to occupancy (the punchlist provided by the CM/Contractor shall be used as the basis for the A/E to add any incomplete items too).
- Upon notification by the CM/Contractor that the punchlist is fully complete, the A/E shall do a final site visit to confirm all punchlist items/Work meet the intent of the Contract Documents.
- A/E will then receive an email from the **PDC** team identifying that a complete closeout package will need to be provided to us prior to final invoice/payment. The A/E is also responsible for reviewing all closeout package documents provided by the CM/Contractor and confirming that they meet the deliverables required as referenced in the contract documents.

Referenced below is a list of guidelines and deliverables intended to be included in the closeout package that need to be uploaded to the VUMC project file database. They are as follows:

- Record Documents
- CAD Files
- Permitting Documentation required for occupancy (state and local)

These guidelines and/or deliverables are updated periodically and are preferred by VUMC for Final Completion of all capital projects throughout the medical campus.