

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

- CM/Contractor shall execute the G704 Certificate of Substantial Completion that has been provided to them by the A/E and then send to the owner for review and execution also (the date of issuance referenced on the G704 shall also be the date for all warranties, insurances, etc to begin for the associated project).
- CM/Contractor shall provide a punchlist of items to the A/E that are identified as incomplete and/or in need of correction before the owner can occupy.
- Once the punchlist is complete, the CM/Contractor shall review and initial each item and send to the A/E for final confirmation that all Work meets the intent of the Contract Documents.
- CM/Contractor 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 payment. The A/E shall be 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:

- As-Built Drawings
- Operations and Maintenance Manual
- Warranty Manual

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