



STATE CONSTRUCTION OFFICE
FINAL REPORT CHECKLIST

Institution: _____

Project Title: _____

SCO ID Number: _____ Code: _____ Item: _____ DCC: _____

SCO Monitor: _____

The final report is to be compiled in the following order and should include the following information as required in Chapter 600 of the NC State Construction Manual (<http://www.nc-sco.com/Manual/manual.htm>). The Final Report can be submitted as a hard copy or as a digital copy; digital is the preferred method.

1. Title Page with Project Name and Location, Owning Agency, SCO State ID Number, Design Firm Information and Seal of Designer of Record signed and dated
2. Table of Contents
3. Final Report Checklist
4. SCO Final Inspection for Owner Occupancy Form
5. Contract Dates:
 - a. Bid Opening Date
 - b. Award Date
 - c. Begin Work Date
 - d. Final Inspection Date
 - e. Project Acceptance Date
 - f. Warranty Expiration Date
6. "Exhibit A" Project Description (Give a complete description of the project)
 - a. Architectural (Gross Square Feet or other Units describing type of work done, Exterior Design, Interior Construction & Finish)
 - b. Structural
 - c. Plumbing
 - d. HVAC
 - e. Electrical
7. "Exhibit B" Cost Data (For formatting in Final Report only – DO NOT FILL OUT HERE)

Contracts	Project Contract Fee	Total Change Orders/ Amendments	Subtotal
Single Prime Contract	\$ -	\$ -	\$ -
Multi-Prime Contracts			
General Contract	\$ -	\$ -	\$ -
Plumbing Contract	\$ -	\$ -	\$ -
HVAC Contract	\$ -	\$ -	\$ -
Electrical Contract	\$ -	\$ -	\$ -
Design Contract	\$ -	\$ -	\$ -
Owner Costs*	\$ -	\$ -	\$ -
Total Contract Fees	\$ -	\$ -	\$ -

*Owner Costs should be broken out and could include: surveys, soil investigations, concrete tests, advertising, etc.

8. "Exhibit C" Change Order Breakdown (if applicable)
9. "Exhibit D" List of Contractors, Subcontractors and Material Suppliers
10. "Exhibit E" Energy Criteria Description
11. "Exhibit F" Designer Certification Documents
 - a. SCO Certificate of Completion (with required attachments)
 - b. SCO Certificate(s) of Compliance (from Designer and each Consultant)
12. "Exhibit G" Construction Close-Out Documents (copies w/ visible seals)
 - a. SCO Contractor's Affidavit of Release of Liens
 - b. SCO Contractor's Affidavit of Payment of Debts and Claims
 - c. SCO Consent of Surety of Final Payment
 - d. Complete Final Pay Application
13. Are there any unsettled claims? No Yes
14. As-Built Drawings: Include two sets of formatted digital media (CD or DVD)*: one full set in .pdf format and one full set in .dwg format as outlined in Chapter 600 of the State Construction Manual.

*Note: SCO no longer requires a hard copy of the As-Built.
 Label on discs should include the project SCO State ID Number, project name and location, the owning agency's name, the designer's name, and the format of files (.pdf or .dwg). All file names shall correlate with actual sheet numbers.

Designer:	
Design Firm Information:	
Designer Phone Number:	
Designer E-Mail Address:	
Date Sent to SCO:	
Capital Project Coordinator:	
Capital Project Coordinator E-Mail Address:	

**DO NOT WRITE BELOW THIS LINE
 State Construction Use Only**

CDs Received: .pdf .dwg/similar

Accepted By: _____ On: _____

_____ with confirmation from the State Construction Monitor on this project.