



# Closeout Process

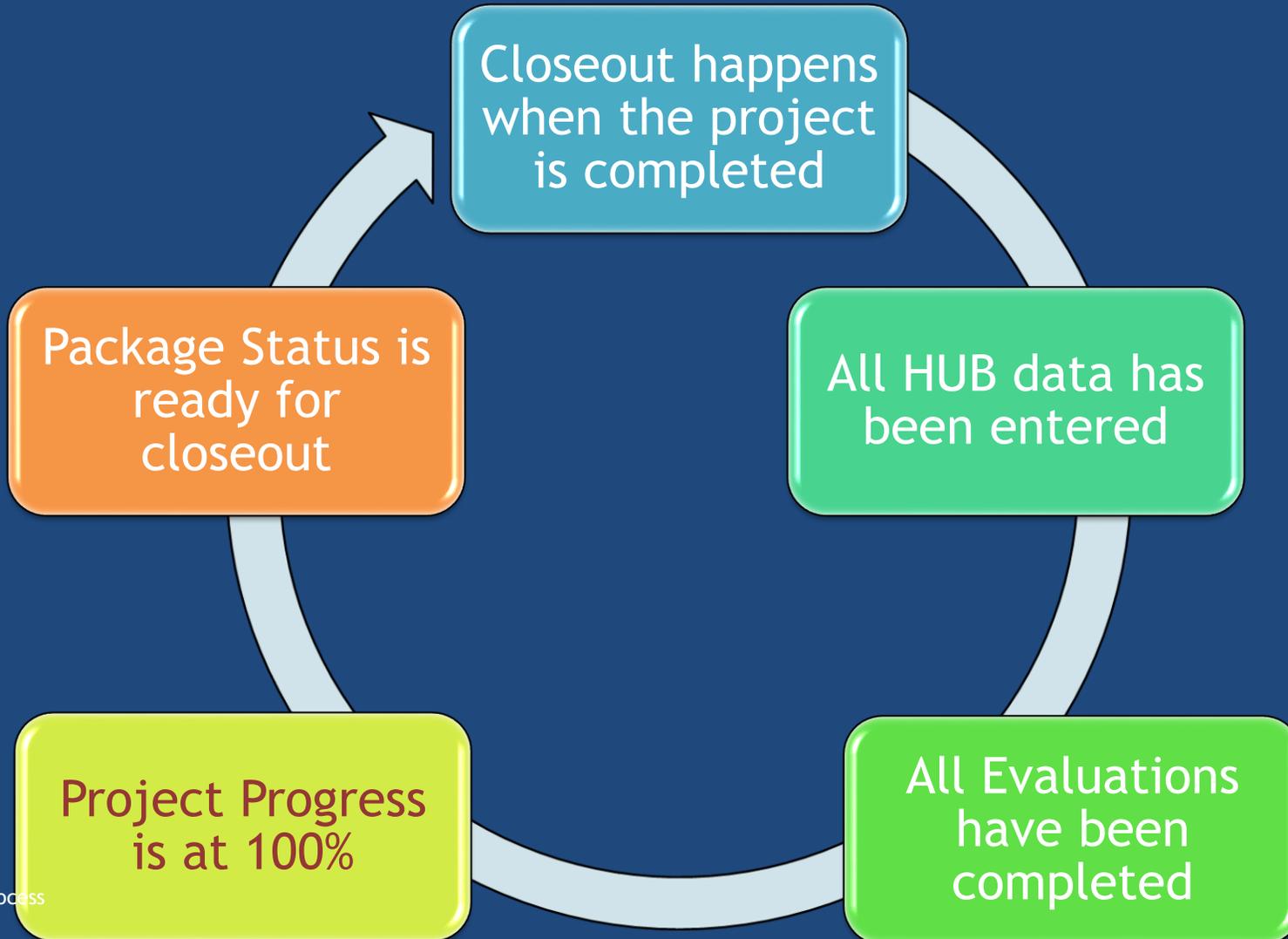
Interscope+ System

LeaAnne Hahnel  
Business System Analyst  
State Construction Office

# Closeout Process for Formal and Informal Agency Projects

Standard Project Type

# Closeout Process



# Construction Closeout Workflow



# Final Acceptance Date

Program #: 14293 - Administration General - Test-Training 6/22/2017

Project #: 17128 - Administration General - Training - Guenther

Design #: 17-17128-01 - Duda|Paine Architects, PA

Package: 17-17128-01A - Training - Guenther

Detail | Plan Reviews | Construction Contracts | Monthly Progress | Weekly Inspection | Electrical Certificates and Inspections | Construction Closeout | Evaluations | Milestones

Milestones For: Package#: 17-17128-01A - Training - Guenther  
 Package Status: Under Construction

Primavera Project: N/A  
 Last P6 Synchronization:

PHASE	MILESTONE NAME	PLANNED	ACTUAL
DESIGN REVIEW	Advanced Planning submittal to SCO	// /	
	Advanced Planning approval by SCO	// /	
	Schematic Design Submitted to SCO (FIRST submittal)	// /	
	Schematic Design Approved by SCO (Final Approval)	// /	
	Design Development Submitted to SCO (FIRST submittal)	// /	
	Design Development Approved by SCO (Final Approval)	// /	
	Construction Documents Submitted to SCO (FIRST submittal)	// /	
	Construction Documents Approved by SCO (Final Approval)	// /	
	Final Documents Approved by SCO (Final Approval)	// /	
BIDDING AND CONTRACTS	Approved for Bid	// /	06/19/2017
	Advertise for Bid	// /	
	Projected Bid Date	// /	// /
	Award Letter	// /	06/21/2017
	Contracts Approved by Owner	// /	// /
	Contracts Approved by Atty Genl	// /	// /
CONSTRUCTION	Pre-Construction Conference	// /	// /
	Construction Start (Notice to Proceed)	// /	06/22/2017
	Estimated Completion (Contract Completion)	// /	// /
	Beneficial Occupancy	// /	// /
	Final Inspection	// /	// /
	Final Acceptance	// /	07/19/2017
CLOSEOUT	Final Report Submitted to SCO / Received by SCO	// /	// /
	Final Report Approved by SCO	// /	// /
	Final Approval - Last step of Closeout process	// /	// /
	Archive Date	// /	// /

Note: Highlighted row indicates a milestone required for P6 Integration.

Export All Milestones

# Package Level Status



Program #: 587 - Coastal Carolina Community College - Dynamometer Test Cell Facility

Project #: 16764 - Coastal Carolina Community College - Com College Informal Test Project

Design #: 17-16764-01 - In-House Coordination Coastal Carolina CC

Package: 17-16764-01B - Com College Informal test Project Package

Detail | Plan Reviews | Construction Contracts | Monthly Progress | Weekly Inspection | Electrical Certificates and Inspections | Construction Closeout | Evaluations | Milestones

Action Close

**Package B**

Oversight: A - Advisory/Courtesy  
 Plan Review: Courtesy  
 \* Title: Com College Informal test Project Package  
 \* Type: Site Work  
 \* Status: Punchlist  
 Status Reason:  
 Square Footage:  
 Plan Location:  
 \* County:  
 \* Description:  
 Designer Rep:

**Bidding/Construction Contracts**  
 Approved for Bid: 2017-03-13  
 Approved for Award: 2017-03-13  
 Formal Contracts? N  
 \* Award Type: Emergency

**Construction Administration**  
 \* Project Monitor: Unassigned  
 Monthly Conference:  
 Percent Complete: 0%  
 Final Punchlist: None

**Fees / Funds**  
 Liquidated Damages (/day):  
 CD Cost Estimate:  
 Plan Deposit:  
 Total Change Orders: \$0  
 Total Construction Contract: \$99,998

**Archive Information**  
 Archive Date: / /  
 Archive Box#:  
 Micro Film#:

Uploads | Comments | Project Managers

Delete?	Date	Type	File Name	Description	Uploaded By

0 found

Upload Files

3/13/2017 10:10:28 AM InterscopePlus 2.2.B.5 20170310 Copyright © 2017 - State of North Carolina : Department of Administration : State Construction Office Report a Problem

# Package Status



Beneficial Occupancy

Punch list

Accepted

Closeout

# Pre-work to Closeout



Progress  
Report  
100%  
complete

HUB Data  
Finalized

Evaluations  
Complete

# Closeout-Progress Report



Program #: 14293 - Administration General - Test-Training 6/22/2017

\_Project #: 17127 - Administration General - Test-Training 6/22/2017

\_\_Design #: 17-17127-01 - In-House Design by Department of Administration

\_\_\_Package: 17-17127-01A - Test-Training 6/22/2017

\_\_\_Progress Report

New Progress Report

Action Close

## Dates

Monthly  
Conference:  
Conference Date: 06/08/2017  
Date Received: 06/09/2017

## Percentages

\* Scheduled (to date): 100 %  
Previous Completed: %  
\* Completed This Month: 100 %  
Total Completed (to date): %

## Not There

## Problem Codes

- Future Work
- Schedules
- Submittals
- Material Deliveries
- Change Orders
- Coordination
- Job Conditions
- Other

## Comments

Closeout project

# HUB Data Finalization

Check HUB data FINAL as of and change status to Finalization



Program #: 14293 - Administration General - Test-Training 6/22/2017  
 Project #: 17127 - Administration General - Test-Training 6/22/2017  
 Design #: 17-17127-01 - In-House Design by Department of Administration  
 Package: 17-17127-01A - Test-Training 6/22/2017  
 Construction Contract #: 17-17127-01A-1 - Bolton Construction and Service, LLC

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | **HUB Participation** | Change Orders | Evaluations | Milestones

Action Close

**Construction Contract HUB Participation**

General Contractor: Bolton Construction and Service, LLC  
 GC HUB Type: F (Certified)  
 HUB Data is FINAL as of: 06/12/2017  
 Show HUB Details/Status as of: Finalization Source of Information: Affidavit C

Check HUB data FINAL as of and change status to Finalization

**HUB Participation Summary (Certified Only)**

	Awarded	Current
Construction Contract Amount:	\$276,000.00	\$276,000.00
Total HUB Participation:	\$276,000.00	\$276,000.00
HUB %:	100.00%	100.00%

Contractor	HUB Type	HUB Certified?	CSI Division	Work	Awarded	Current Contract	Payments To Date	Final Payment?
<a href="#">JamesAnthony</a>	B	N		stripping	\$ 1,500.00	\$ 1,500.00	\$0.00	N
<a href="#">Donald's Welding, Inc.</a>	F	Y		steel fab	\$ 8,700.00	\$ 8,700.00	\$0.00	N

2 found

# Evaluations



Program #: 14293 - Administration General - Test-Training 6/22/2017

Project #: 17127 - Administration General - Test-Training 6/22/2017

Design #: 17-17127-01 - In-House Design by Department of Administration

Package: 17-17127-01A - Test-Training 6/22/2017

Construction Contract #: 17-17127-01A-1 - Bolton Construction and Service, LLC

Construction Contract Detail

Bid Items

HUB Good-Faith Efforts

HUB Participation

Change Orders

Evaluations

Milestones

Click on Evaluation link

EVALUATION #	FIRM NAME	TYPE	SCO ID	DEPARTMENT	AGENCY	SCORE	RATING	STATUS	CONSTRUCTION STATUS	DUE	FINAL ACCEPTANCE	PROJECT COMPLETION	VERSION
<a href="#">12374</a>	<a href="#">Bolton Construction and Service, LLC</a>	C	<a href="#">17-17127-01A-1</a>	Administration	Administration General			DUE	Closeout	8/11/2017	6/12/2017		2

# Evaluations



Evaluation

Instructions

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures should be reviewed prior to completing this evaluation. Additional help is also available via HELP on the main menu bar.

2. [Generate and Download the Evaluation Form \(MS Excel\) for this project](#)

3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.

4. [Upload the Completed Evaluation Form \(MS Excel\)](#)

- Interscope will automatically load the form.
- The Package SCO ID# is validated against the SCO ID# found on the form.
- TOTAL SCORE on the form must be greater than 0.
- The TOTAL SCORE is recorded in the Report section and the overall Rating is calculated and shown in the Summary section.
- The uploaded form is then converted from Excel to PDF format, stored and available in the Report section.
- The evaluation is recalculated each time a form is uploaded.
- NOTE: The upload button is not available if the evaluation has been completed.

5. Complete the "Report" Section

6. Use Action-> Save to record the evaluation

7. Include any additional comments or Supporting documentation below as appropriate

Project

Evaluation#: 12374  
State Construction ID#: 17-17127-01A-1  
Department: Administration  
Agency: Administration General  
Project Title: Test-Training 6/22/2017  
Owner Contact:  
Total Project Commitment: \$276,000  
Package Title: Test-Training 6/22/2017  
Description: This is a test of program/project training for 6/22/2017 class

Contractor

Firm: Bolton Construction and Service, LLC  
Address: 1623 Old Louisburg Rd.  
Raleigh, NC 27604  
Email: [sco.interscope@doa.nc.gov](mailto:sco.interscope@doa.nc.gov)  
Contact(s): William E. Bolton IV

Summary

Status: DUE  
Rating: UNRATED  
Final Acceptance: 06/12/2017  
Due Date: 08/11/2017  
Final Report Approved:  
Form Version: 2  
Completed on:  
Last Update: 6/12/2017 3:15:00 PM  
Last Updater: System

Report

Raw Score from Report: 0  
Report Type:   
Mark Report Complete?:   
Notification of Report sent to Firm:  
Mark Report Cancelled?:

Merit Nomination

- If the firm's performance rating on this project is EXCELLENT, an award nomination can be made to the State Building Commission.
- Certificate of Merit nominations are reviewed by the State Construction Office and the State Building Commission and presented at the annual Construction Conference.
- You must attach a nomination letter to this evaluation under the Supporting Documentations tab.
- NOTE: The checkbox will only appear if there is an EXCELLENT rating.

Click on link to download evaluation form

# Evaluations

Complete the form and upload into Interscope



**STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION  
STATE CONSTRUCTION OFFICE**

**CONTRACTOR EVALUATION MATRIX FOR INFORMAL CONSTRUCTION CONTRACTS**

**DATE:** 6/12/2017 3:15:00 PM  
**DEPARTMENT:** Administration  
**AGENCY:** Administration General  
**SCO ID#:** 17-17127-01A-1  
**CONTRACTOR:** Bolton Construction and Service, LLC

**INSTRUCTIONS:**

- COMPLETE ALL SECTIONS HIGHLIGHTED IN YELLOW
- ENTER THE TOTAL SCORE on LINE 11 on the INTERSCOPE EVALUATION FORM
- RATE EACH CATEGORY USING THE EVALUATION CRITERIA FOUND IN 01 NCAC 30E

**USE THE FOLLOWING NUMERICAL SCALE:**

**3 = EXCELLENT PERFORMANCE**  
**2 = SATISFACTORY PERFORMANCE**  
**1 = POOR PERFORMANCE**  
**0 = NON PERFORMANCE**

**3. UPLOAD THIS COMPLETED FORM FOR REVIEW**

**TOTAL SCORE**      **0**      **UNACCEPTABLE**

Question	Evaluation Category	Relative Importance	RATING	SCORE	Administrative Code Requirement	Construction Contract Reference	Comments
1	Did the contractor manage the submittal process for all submittals required by the project specifications in a timely and effective manner?	8	0	0	NONE	GC Article 5	
2	Did the contractor cooperate with other contractors, the designers and the owner's representative?	10	0	0	NONE	GC Article 8	
3	Did the contractor maintain qualified and effective supervision and personnel at the project site?	10	0	0	NONE	GC Article 8	
4	Did the contractor have a construction quality control plan in place at the site and execute the plan in compliance with contract documents, drawings and specifications?	10	0	0	NONE	GC Articles 5, 8	
5	Did the contractor manage contract changes effectively and efficiently?	8	0	0	NONE	GC Article 13	
6	Did the contractor effectively plan, implement, coordinate and execute the project work in a timely fashion?	10	0	0	NONE	Supplemental General Conditions	
7	Did the contractor close out the project in an effective manner including timely correction of any punch list items and submission of required "as-built" marked-up construction documents, warranties and other required documentation?	8	0	0	NONE	GC Articles 7, 20	
8	Did the contractor implement the HUB participation contract requirements effectively?	8	0	0	NONE	GC Article 24	
9	Did the contractor manage the construction site including safety, cleanliness, orderliness of the site, logistics and staff decorum?	3	0	0	NONE	GC Articles 10, 19	
10	Did the contractor make payments to subcontractors and suppliers in a timely manner?	3	0	0	NONE	GC Articles 11, 12	
11	Did the contractor process contracts and payment requests as indicated in the contract?	10	0	0	NONE	SGCs	
Total Relative Value		100					

Version 2, Jan 2012

# Evaluations



Evaluation

**Instructions**

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures
2. [Generate and Download the Evaluation Form \(MS Excel\) for this project](#)
3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.
4. [Upload the Completed Evaluation Form \(MS Excel\)](#)
  - o Interscope will automatically load the form.
  - o The Package SCO ID# is validated against the SCO ID# found on the form.
  - o TOTAL SCORE on the form must be greater than 0.
  - o The TOTAL SCORE is recorded in the Report section and the overall Rating is calculated and shown in the Summary section.
  - o The uploaded form is then converted from Excel to PDF format, stored and available in the Report section.
  - o The evaluation is recalculated each time a form is uploaded.
  - o NOTE: The upload button is not available if the evaluation has been completed.
5. Complete the "Report" Section
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7. Include any additional comments or Supporting documentation below as appropriate

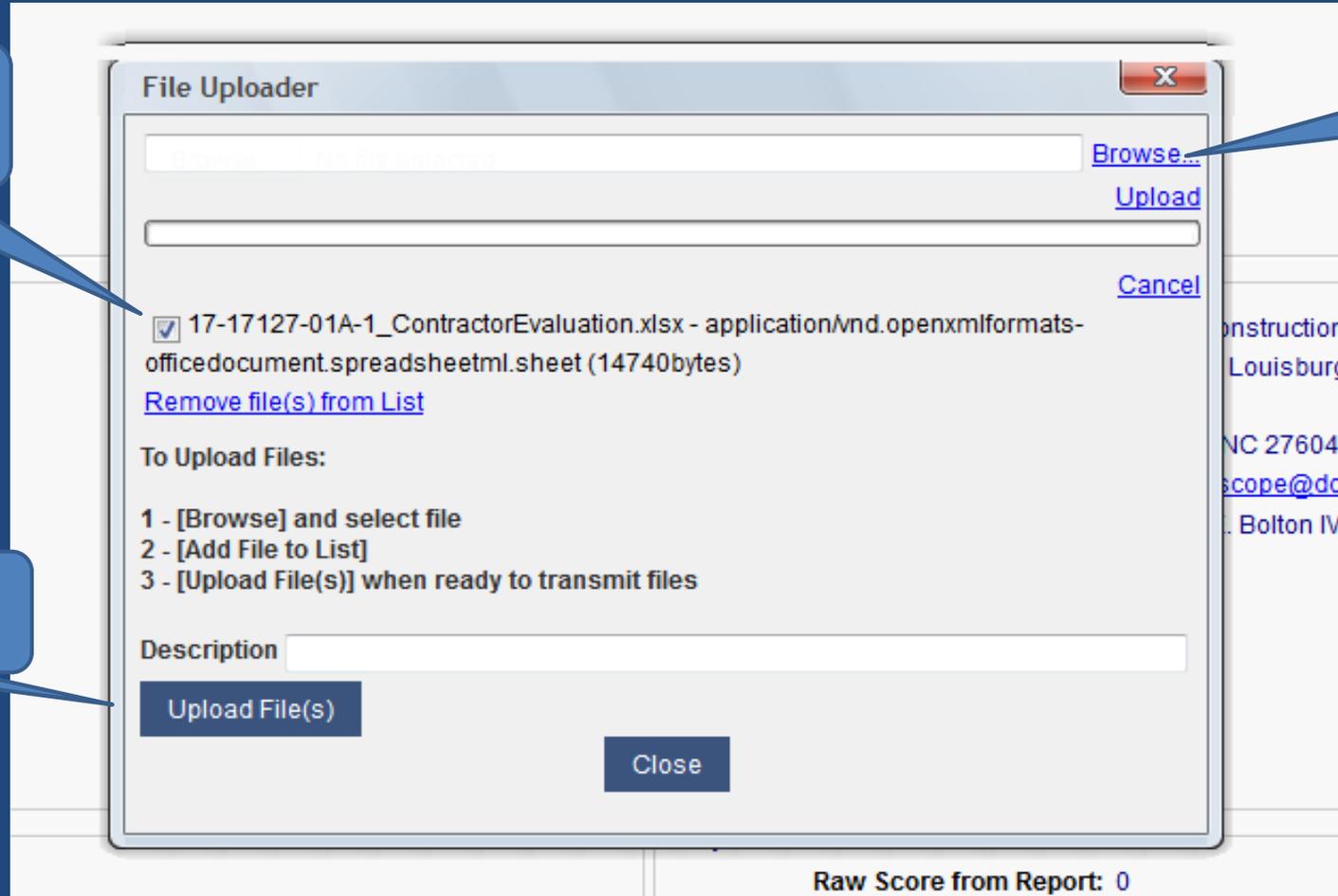
Upload form by clicking here

# Evaluations

Check the box to add file to upload

Click upload file(s)

Click browse to find your evaluation



The screenshot shows a 'File Uploader' dialog box with the following elements:

- A text input field at the top with a 'Browse...' button to its right.
- An 'Upload' button below the input field.
- A 'Cancel' button to the right of the file list.
- A checked checkbox next to the file name: '17-17127-01A-1\_ContractorEvaluation.xlsx - application/vnd.openxmlformats-officedocument.spreadsheetml.sheet (14740bytes)'. Below it is a 'Remove file(s) from List' link.
- A section titled 'To Upload Files:' containing a numbered list:
  - 1 - [Browse] and select file
  - 2 - [Add File to List]
  - 3 - [Upload File(s)] when ready to transmit files
- A 'Description' text input field.
- An 'Upload File(s)' button at the bottom left.
- A 'Close' button at the bottom center.

Below the dialog box, the text 'Raw Score from Report: 0' is visible.



# Evaluations



Evaluation

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**Project**

Evaluation#: 12374  
State Construction ID#: 17-17127-01A-1  
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Total Project Commitment: \$276,000  
Package Title: Test-Training 6/22/2017  
Description: This is a test of program/project training for 6/22/2017 class

**Contractor**

Firm: Bolton Construction and Service, LLC  
Address: 1623 Old Louisburg Rd.  
Raleigh, NC 27604  
Email: [sco.interscope@doa.nc.gov](mailto:sco.interscope@doa.nc.gov)  
Contact(s): William E. Bolton IV

**Summary**

Status: **DUE**  
Rating: **UNRATED**  
Final Acceptance: 06/12/2017  
Due Date: 08/11/2017  
Final Report Approved:  
Form Version: 2  
Completed on:  
Last Update: 6/12/2017 3:15:00 PM  
Last Updater: System

Interscope Close

Mark report as  
final and check  
complete

# Project Level Closeout



Program #: 587 - Coastal Carolina Community College - Dynamometer Test Cell Facility  
Project #: 16764 - Coastal Carolina Community College - Com College Informal Test Project

Project / Cost Estimate / Project Type / Funds Assigned / Financial Worksheet / Contracts / Primavera Link / Milestones / **Closeout Project** / Evaluations

Close

### Close out Design / Construction

1 Contracts:

Contract	CounterParty	Contract For	Status	Contract Closed Out?	Ratings Present?	HUB Data Finalized?	Ready for Project Closeout
<a href="#">17-16764-01</a>	In-House Coordination Coastal Carolina CC	Design	No SOW Design Complete	<input type="checkbox"/>	N/A	N/A	<input type="checkbox"/>
<a href="#">17-16764-01B-1</a>	Vendortest	Construction	Complete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bypass Ratings?

2 Milestones:  
 I certify that project milestone data is entered and complete.

3 Close Design / Construction for this project:  
Force Design / Construction Close Close out Design / Construction

### Financial Closeout

1 Design / Construction closeout must be complete.

2 All funds assigned to this project must be committed or released:

Project Financial Worksheet Summary:

Assigned Funds:	\$200,000.00
Total Committed:	\$99,998.00
Available to Commit:	\$100,002.00

[Worksheet Detail](#) Release Uncommitted Funds

# Package Level



Program #: 587 - Coastal Carolina Community College - Dynamometer Test Cell Facility

Project #: 16764 - Coastal Carolina Community College - Com College Informal Test Project

Design #: 17-16764-01 - In-House Coordination Coastal Carolina CC

Package: 17-16764-01B - Com College Informal test Project Package

Detail | Plan Reviews | Construction Contracts | Monthly Progress | Weekly Inspection | Electrical Certificates and Inspections | **Construction Closeout** | Evaluations | Milestones

Close

### Closeout Summary

Package Status: Punchlist  
Final Acceptance:  
**Closeout Due:** Construction closeout is due 60 days after Final Acceptance Date.  
Closeout Status: Created  
Closeout Submitted:  
Closeout Approved:  
Last Update: 03/13/2017

[Go to Construction Closeout Details](#)

Uploads | Comments | Project Managers

Delete?	Date	Type	File Name	Description	Uploaded By
0 found					

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Upload Files | Report a Problem

# Construction Closeout Workflow for Designer



Program #: 587 - Coastal Carolina Community College - Dynamometer Test Cell Facility  
 \_Project #: 16764 - Coastal Carolina Community College - Com College Informal Test Project  
 \_Design #: 17-16764-01 - In-House Coordination Coastal Carolina CC  
 \_Package: 17-16764-01B - Com College Informal test Project Package  
 Construction Closeout

Workflow Action Close

## Project Summary

SCO ID#: 17-16764-01B  
 Department: Community Colleges  
 Agency: Coastal Carolina Community College  
 Designer: In-House Coordination Coastal Carolina CC  
 Project Monitor: Unassigned  
 Percent Complete: 0%  
 Final Inspection Date:  
 Final Acceptance Date:  
 Last Update: 3/13/2017 10:10:00 AM

Project: Com College Informal Test Project  
 Description: Test  
 Package: Com College Informal test Project Package  
 Package Status: Punchlist

Closeout Due:  
 Closeout Submitted Date:  
 Closeout Approved Date:  
 Close Out Status: Created

## Workflow Activity

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	UPDATE	N	DESIGNER	In-House Coordination Coastal Carolina CC	lhahnel	03/13/2017 10:10		Created	
2	SUBMIT	Y	DESIGNER	In-House Coordination Coastal Carolina CC					
3	APPROVE	N	SCO	St. Construction					

## Documents

1. INSPECTION 2. CLAIM VERIFICATION 3. CONSTRUCTION CLOSEOUT 4. DESIGNER CERTIFICATE 5. RECORD DRAWINGS

### Instructions

1. Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Designer's Verification of Punchlist Completion (If Applicable)
- [Final Inspection for Owner Occupancy](#)
- [Partial Utilization for Beneficial Occupancy \(If Applicable\)](#)
- Other

2. Upload a scanned copy of each document using the section below.

# 1. Inspection Documents



Designer's  
Verification of Punch  
list Completion (if  
applicable)

Final Inspection for  
Owner Occupancy

Partial Utilization for  
Beneficial Occupancy  
(if applicable)

# 1. INSPECTION

## Final Inspection for Owner Occupancy



### Documents

1. INSPECTION

2. CLAIM VERIFICATION

3. CONSTRUCTION CLOSEOUT

4. DESIGNER CERTIFICATE

5. RECORD DRAWINGS

### Instructions

1. Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Designer's Verification of Punchlist Completion (If Applicable)
- [Final Inspection for Owner Occupancy](#)
- [Partial Utilization for Beneficial Occupancy \(If Applicable\)](#)
- Other

2. Upload a scanned copy of each document using the section below.

Click here to be  
redirected to the  
document on the  
SCO website

# 1. Inspection

## Final Inspection Owner Occupancy Form Link



### SCO Final Inspection for Owner Occupancy

---

#### Associated Files

---



[Final\\_insp\\_owner\\_occupy.docx](#)

DOC • 215.81 KB

[Download](#)

Click here to  
open the  
document



# 1. Inspection

## Partial Utilization of Beneficial Occupancy (If Applicable)



1. INSPECTION   2. CLAIM VERIFICATION   3. CONSTRUCTION CLOSEOUT   4. DESIGNER CERTIFICATE   5. RECORD DRAWINGS

Instructions

1. Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Designer's Verification of Punchlist Completion (If Applicable)
- [Final Inspection for Owner Occupancy](#)
- [Partial Utilization for Beneficial Occupancy \(If Applicable\)](#)
- Other

2. Upload a scanned copy of each document using the section below.

Click here to be redirected to the SCO website Form

# 1. Inspection

Partial Utilization of Beneficial Occupancy (If Applicable)



## SCO Final Inspection Beneficial Occupancy

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### Associated Files

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[Final\\_Insp\\_Beneficial\\_Occupancy.docx](#) 

DOC • 215.41 KB

[Download](#) 

Click here  
for  
Document

# 1. Inspection

## Partial Utilization of Beneficial Occupancy (If Applicable)



<p>North Carolina State Construction Office</p> <p><b>PROJECT APPROVAL AUTHORIZATION</b> <b>PARTIAL UTILIZATION (BENEFICIAL OCCUPANCY)</b></p> <p>Project: _____ SCC Identification Number: _____ Contract Completion Date: _____ Project Owning Agency: _____ Owning Agency's Requester: _____ Date: _____ Designer's Statement: _____ (Designer of Project) provides information to the owner and the State Construction Office that the project has been evaluated and field inspected to assure that construction meets contract requirements for partial utilization and/or occupancy by the owning agency. _____ Designer's Representative Signature Project Description: _____ Project Partial Utilization Description: _____</p> <p><b>BACKUP DATA:</b> <b>CONTRACTOR'S APPROVAL DOCUMENTS:</b></p> <table><tr><td>General Construction Contractor's Approval:</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Electrical Construction Contractor's Approval:</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Mechanical Construction Contractor's Approval:</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Plumbing Construction Contractor's Approval:</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Sprinkler Installation Contractor's Approval:</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Asbestos Removal Contractor's Approval:</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Other: _____</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Other: _____</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr></table> <p>Certificate of Occupancy by Local Authority Having</p>	General Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>	Electrical Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>	Mechanical Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>	Plumbing Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>	Sprinkler Installation Contractor's Approval:	Date _____	N/A <input type="checkbox"/>	Asbestos Removal Contractor's Approval:	Date _____	N/A <input type="checkbox"/>	Other: _____	Date _____	N/A <input type="checkbox"/>	Other: _____	Date _____	N/A <input type="checkbox"/>	<p>North Carolina State Construction Office</p> <p>Jurisdiction (Community College): _____ Date _____ N/A <input type="checkbox"/></p> <p>Beneficial Occupancy Inspection: _____ Date _____ N/A <input type="checkbox"/> Beneficial Occupancy Punch List to be completed: _____ Date _____ N/A <input type="checkbox"/> Owner's Assumption of Responsibility for Maintenance, Heat, Utilities and Insurance: _____ Comments: _____ Date _____ N/A <input type="checkbox"/></p> <p>Established Date for Guarantees and Warranties: _____ Comments: _____ Date _____ N/A <input type="checkbox"/></p> <p>Consent of Surety: Insurance Company Permitting Occupancy: _____ Date _____ N/A <input type="checkbox"/> SCC Electrical Inspection (Certificate of Electrical Completion): _____ Date _____ N/A <input type="checkbox"/></p> <p>Installer's Fire Alarm System Record of Completion (Certification) as required by NFPA 72: _____ Date _____ N/A <input type="checkbox"/></p> <p>Installer's Sprinkler System Material and Test Reports as required by: NFPA 16 (Sprinkler Systems) _____ Date _____ N/A <input type="checkbox"/> NFPA 14 (Standpipe and Hose Systems) _____ Date _____ N/A <input type="checkbox"/> NFPA 10 (Centrifugal Fire Pumps) _____ Date _____ N/A <input type="checkbox"/> NFPA 22 (Water Tanks for Private Fire Protection) _____ Date _____ N/A <input type="checkbox"/> NFPA 24 (Private Fire Service Mains) _____ Date _____ N/A <input type="checkbox"/> Other: SCC Approval Letter Sprinkler System _____ Date _____ N/A <input type="checkbox"/></p> <p>Engineer's Approval of Battery Powered Emergency Devices _____ Date _____ N/A <input type="checkbox"/> Engineer's Approval Emergency Generator Load Test _____ Date _____ N/A <input type="checkbox"/> Engineer's Approval Electrical SSSG Ground Test Report _____ Date _____ N/A <input type="checkbox"/> Dept. of Labor Approval for Elevator: _____ Date _____ N/A <input type="checkbox"/> Dept. of Labor Approval for Boiler &amp; Pressure Vessels: _____ Date _____ N/A <input type="checkbox"/> Dept. of Agriculture Approval for Fuel Tanks: _____ Date _____ N/A <input type="checkbox"/> Health Dept. Inspection and Acceptance for Use: _____ Date _____ N/A <input type="checkbox"/> Domestic Water Test Report and Acceptance for Use: _____ Date _____ N/A <input type="checkbox"/> Laboratory Hood Certification: _____ Date _____ N/A <input type="checkbox"/> Engineer's Approval of Test and Balance Report (TAB) _____ Date _____ N/A <input type="checkbox"/></p>	<p>North Carolina State Construction Office</p> <p>Eng's. Verification Letter Fire Dumper Operation _____ Date _____ N/A <input type="checkbox"/> Agreement &amp; Means for Separation of Owner Occupied Area from Construction Work Area: _____ Date _____ N/A <input type="checkbox"/></p>
General Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>																								
Electrical Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>																								
Mechanical Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>																								
Plumbing Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>																								
Sprinkler Installation Contractor's Approval:	Date _____	N/A <input type="checkbox"/>																								
Asbestos Removal Contractor's Approval:	Date _____	N/A <input type="checkbox"/>																								
Other: _____	Date _____	N/A <input type="checkbox"/>																								
Other: _____	Date _____	N/A <input type="checkbox"/>																								
<p>North Carolina State Construction Office</p> <p>Designer's Inspection to Assure Life Safety Construction Involving Fire Protection Systems (Fire Alarm, Sprinkler, etc.), egress, fire rated walls and egress travel distances are constructed in accordance with contract documents:</p> <table><tr><td>Backflow Preventer Certification</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Engineer's Approval Stair/Ramp Survey</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Engineer's Approval Site Survey (ESDR)</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Metal Building Manufacturer's Warranty</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Roofing Manufacturer's Warranty</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Commissioning Engineer's Approval</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Lightning Protection UL Master Label</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr><tr><td>Special Inspector's Final Report/Resolutions</td><td>Date _____</td><td>N/A <input type="checkbox"/></td></tr></table>	Backflow Preventer Certification	Date _____	N/A <input type="checkbox"/>	Engineer's Approval Stair/Ramp Survey	Date _____	N/A <input type="checkbox"/>	Engineer's Approval Site Survey (ESDR)	Date _____	N/A <input type="checkbox"/>	Metal Building Manufacturer's Warranty	Date _____	N/A <input type="checkbox"/>	Roofing Manufacturer's Warranty	Date _____	N/A <input type="checkbox"/>	Commissioning Engineer's Approval	Date _____	N/A <input type="checkbox"/>	Lightning Protection UL Master Label	Date _____	N/A <input type="checkbox"/>	Special Inspector's Final Report/Resolutions	Date _____	N/A <input type="checkbox"/>	<p>North Carolina State Construction Office</p> <p>88x.19/21/10</p>	
Backflow Preventer Certification	Date _____	N/A <input type="checkbox"/>																								
Engineer's Approval Stair/Ramp Survey	Date _____	N/A <input type="checkbox"/>																								
Engineer's Approval Site Survey (ESDR)	Date _____	N/A <input type="checkbox"/>																								
Metal Building Manufacturer's Warranty	Date _____	N/A <input type="checkbox"/>																								
Roofing Manufacturer's Warranty	Date _____	N/A <input type="checkbox"/>																								
Commissioning Engineer's Approval	Date _____	N/A <input type="checkbox"/>																								
Lightning Protection UL Master Label	Date _____	N/A <input type="checkbox"/>																								
Special Inspector's Final Report/Resolutions	Date _____	N/A <input type="checkbox"/>																								

# 1. INSPECTION Closeout Document Upload



Program # 17-507 - Coastal Carolina Community College - Dynamometer Test Cell Facility

Project #: 16764 - Coastal Carolina Community College - Com College Informal Test Project

Design #: 17-16764.01 - In-House Coordination Coastal Carolina CC

Package: 17-16764.01B - Com College Informal test Project Package

Construction Closeout

Workflow Action Close

**Project Summary**

SCO ID#: 17-16764-01B  
 Department: Community Colleges  
 Agency: Coastal Carolina Community College  
 Designer: In-House Coordination Coastal Carolina CC  
 Project Monitor: Unassigned  
 Percent Complete: 0%  
 Final Inspection Date:  
 Final Acceptance Date:  
 Last Update: 3/13/2017 10:10:00 AM

Project: Com College Informal Test Project  
 Description: Test  
 Package: Com College Informal test Project Package  
 Package Status: Punchlist

Closeout Due:  
 Closeout Submitted Date:  
 Closeout Approved Date:  
 Close Out Status: Created

**Workflow Activity**

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	STARTED ON	RESULT	COMMENTS
1	UPDATE	N	DESIGNER	In-House Coordination Coastal C		Created	
2	SUBMIT	Y	DESIGNER	In-House Coordination Coastal C			
3	APPROVE	N	SCO	St. Construction			

**Documents**

1. INSPECTION 2. CLAIM VERIFICATION 3. CONSTRUCTION CLOSEOUT 4. DE

**Instructions**

1. Complete the following documents according to the instructions in Section 602 Final Report of the State

- Designer's Verification of Punchlist Completion (If Applicable)
- Final Inspection for Owner Occupancy
- Partial Utilization for Beneficial Occupancy (If Applicable)
- Other

2. Upload a scanned copy of each document using the section below.

**Files**

Delete Selected Files Upload Files

**Closeout Documents File Uploader**

Upload Type: Final Inspection for Owner Occupancy

Description:

To Upload Files:

1 - [Choose File] to browse and select a file  
 2 - [Upload Files] when ready to transmit files

Choose File No file chosen

Upload Files Close

## 2. Claim Verification



Refer to  
Section 506-  
Constuction  
Claims in  
the State  
Construction  
Manual

Yes or No  
question  
regarding  
claims

# 2. Claim Verification



## Documents

1. INSPECTION

2. CLAIM VERIFICATION

3. CONSTRUCTION CLOSEOUT

4. DESIGNER CERTIFICATE

5. RECORD DRAWINGS

### Instructions

Refer to **Section 506 - Construction Claims** in the State Construction Manual.

Were there any verified claims against this project based on Article 20 of the General Conditions ?

Yes  No

# 3. Construction Closeout



Final Pay  
Application

Consent of  
Surety of Final  
Payment

Contractor's  
Affidavit of  
Release of  
Liens

Contractor's  
Affidavit of  
Payment of  
Debts and  
Claims

Appendix E-  
MBE  
Documentation  
for Contract  
Payments

# 3. CONSTRUCTION CLOSEOUT



## Documents

1. INSPECTION

2. CLAIM VERIFICATION

3. CONSTRUCTION CLOSEOUT

4. DESIGNER CERTIFICATE

5. RECORD DRAWINGS

## Instructions

1. Complete the following documents according to the instructions in **Section 602 - Final Report, Exhibit G** of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Final Pay Application
- [Consent of Surety of Final Payment](#)
- [Contractor's Affidavit of Release of Liens](#)
- [Contractor's Affidavit of Payment of Debts and Claims](#)
- [Appendix E - MBE Documentation for Contract Payments](#)
- List of Subcontractors and Suppliers
- Other

Submit Final Pay Application

Click here to be taken to SCO website for form

2. Upload a scanned copy of each document using the section below.

# 3. CONSTRUCTION CLOSEOUT



## Consent of Surety of Final Payment

---

### Associated Files

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[consent\\_surety.doc](#) 

DOC • 29 KB

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open  
document

# 3. CONSTRUCTION CLOSEOUT



Consent of Surety Document

Owner   
Designer   
Contractor  SCO ID # \_\_\_\_\_  
Surety   
Other

CONSENT OF SURETY  
COMPANY TO FINAL  
PAYMENT  
For Use with State of North Carolina Projects

PROJECT Name & Location: \_\_\_\_\_

TO: (OWNER)

_____	CONTRACT FOR: _____
_____	CONTRACT DATE: _____

CONTRACTOR:

In accordance with the provisions of the contract between the owner and the contractor as indicated above, the (here insert name and address of surety company)

\_\_\_\_\_ SURETY COMPANY

on bond of (here insert name and address of contractor)

\_\_\_\_\_ CONTRACTOR

hereby approves of the final payment to the contractor, and agrees that final payment to the contractor shall not relieve the surety company of any of its obligations to (here insert name and address of owner)

\_\_\_\_\_ OWNER

as set forth in said surety company's bond.

IN WITNESS WHEREOF,  
the surety company has hereunto set its hand this \_\_\_\_\_ day of 20\_\_\_\_

\_\_\_\_\_  
Surety Company

\_\_\_\_\_  
Signature of Authorized Representative

Attest: \_\_\_\_\_ Title

(Visible Seal): \_\_\_\_\_

# 3. CONSTRUCTION CLOSEOUT



## Documents

1. INSPECTION

2. CLAIM VERIFICATION

3. CONSTRUCTION CLOSEOUT

4. DESIGNER CERTIFICATE

5. RECORD DRAWINGS

## Instructions

1. Complete the following documents according to the instructions in **Section 602 - Final Report, Exhibit G** of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Final Pay Application
- [Consent of Surety of Final Payment](#)
- [Contractor's Affidavit of Release of Liens](#)
- [Contractor's Affidavit of Payment of Debts and Claims](#)
- [Appendix E - MBE Documentation for Contract Payments](#)
- List of Subcontractors and Suppliers
- Other

Click here for  
link on SCO  
website to  
document

2. Upload a scanned copy of each document using the section below.

# 3. CONSTRUCTION CLOSEOUT



## Contractor's Affidavit of Release of Liens

---

### Associated Files

---



[release\\_liens\\_sec\\_316.doc](#) 

DOC • 31.5 KB

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document

# 3. CONSTRUCTION CLOSEOUT

Affidavit of Release of Liens



**SECTION 316**

Owner

Designer

Contractor  Code \_\_\_\_\_ Item \_\_\_\_\_

Surety

Other

CONTRACTOR'S  
AFFIDAVIT OF  
RELEASE OF LIENS

For Use with State of North Carolina Projects

TO: (OWNER) \_\_\_\_\_

_____	CONTRACT FOR:
_____	CONTRACT DATE:

SCO PROJECT ID: \_\_\_\_\_

PROJECT INFORMATION:  
(Name & Location)

\_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The undersigned, pursuant to Article 36 of the General Conditions of the Contract, hereby certifies that to the best of his knowledge, information and belief, the Releases or Waivers of Lien attached hereto include the contractor, all subcontractors, all suppliers of materials and equipment, and all performers of work, labor or services who have or may have liens against any property of the owner arising in any manner out of the performance of the contract referenced above.

SUPPORTING DOCUMENTS  
ATTACHED HERETO:

CONTRACTOR:  
Address:  
By  
Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature Notary Public:  
Printed Name of Notary Public:  
My Commission Expires:

# 3. CONSTRUCTION CLOSEOUT



## Documents

1. INSPECTION

2. CLAIM VERIFICATION

3. CONSTRUCTION CLOSEOUT

4. DESIGNER CERTIFICATE

5. RECORD DRAWINGS

### Instructions

1. Complete the following documents according to the instructions in **Section 602 - Final Report, Exhibit G** of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Final Pay Application
- [Consent of Surety of Final Payment](#)
- [Contractor's Affidavit of Release of Liens](#)
- [Contractor's Affidavit of Payment of Debts and Claims](#)
- [Appendix E - MBE Documentation for Contract Payments](#)
- List of Subcontractors and Suppliers
- Other

Click here for  
link to  
document on  
SCO website

2. Upload a scanned copy of each document using the section below.

# 3. CONSTRUCTION CLOSEOUT



## Contractor's Affidavit of Payment of Debts and Claims

---

### Associated Files

---



[affidavit\\_debts\\_claims.doc](#) 

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# 3. CONSTRUCTION CLOSEOUT



Owner   
Designer   
Contractor  Code \_\_\_\_\_ Item \_\_\_\_\_  
Surety   
Other

**CONTRACTOR'S  
AFFIDAVIT OF PAYMENT  
OF DEBTS AND CLAIMS**

For Use with State of North Carolina Projects

TO (OWNER)

	CONTRACT FOR:
	CONTRACT DATE:

PROJECT INFORMATION:  
Name & Location:

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The undersigned, pursuant to Article 36 of the General Conditions of the Contract, hereby certifies that, he has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor and services performed, and for all known indebtedness and claims against the contractor for damages arising in any manner in connection with the performance of the contract referenced above for which the owner or his property might in any way be held responsible.

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever surety is involved, Consent of Surety is required. Indicate attachment: (yes ) (no ).  
The following supporting documents should be attached hereto if required by the owner:
  - a. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
  - b. Separate Releases or Waivers of Liens from subcontractors and material and equipment suppliers to the extent required by the owner, accompanied by a list thereof.
  - c. Contractor's Affidavit of Release of Liens.

CONTRACTOR:  
Address:

By:  
Subscribed and sworn to before me this \_\_\_day of \_\_\_\_\_ 20\_\_

Signature of Notary Public:

Printed Name of Notary Public:

My Commission Expires:

# 3. CONSTRUCTION CLOSEOUT



## Documents

1. INSPECTION

2. CLAIM VERIFICATION

3. CONSTRUCTION CLOSEOUT

4. DESIGNER CERTIFICATE

5. RECORD DRAWINGS

### Instructions

1. Complete the following documents according to the instructions in **Section 602 - Final Report, Exhibit G** of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Final Pay Application
- [Consent of Surety of Final Payment](#)
- [Contractor's Affidavit of Release of Liens](#)
- [Contractor's Affidavit of Payment of Debts and Claims](#)
- [Appendix E - MBE Documentation for Contract Payments](#)
- List of Subcontractors and Suppliers
- Other

Click here to be  
linked to the SCO  
website document

2. Upload a scanned copy of each document using the section below.

# 3. CONSTRUCTION CLOSEOUT



## Appendix E - MBE Documentation for Contract Payments

---

### Associated Files

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[AppendE-1.doc](#) 

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# 3. CONSTRUCTION CLOSEOUT



## APPENDIX E

### MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

SCO Project ID: \_\_\_\_\_

Pay Application #: \_\_\_\_\_ Period: \_\_\_\_\_

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

MBE FIRM NAME	* TYPE OF MBE	AMOUNT PAID THIS MONTH (With This Pay App)	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

\*Minority categories: Black (B), Hispanic (H), Asian American (AA), American Indian (AI), White Female (WF), Socially and Economically Disadvantaged (SED)

Approved/Certified By:

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**SUBMIT WITH EACH PAY REQUEST - FINAL PAYMENT - FINAL REPORT**

# 3. CONSTRUCTION CLOSEOUT



- ▶ Once documentation has been gathered, Upload your information.

Closeout Documents File Uploader

Upload Type:

Description:

To Upload Files:

1 - [Choose File] to browse and select a file  
2 - [Upload Files] when ready to transmit files

[Browse...](#)

# 4. DESIGNER CERTIFICATE



## Documents

1. INSPECTION

2. CLAIM VERIFICATION

3. CONSTRUCTION CLOSEOUT

4. DESIGNER CERTIFICATE

5. RECORD DRAWINGS

### Instructions

#### 1. Was a Flood Plain Permit required on this project ?

Yes  No

If YES, the following documents must be provided: **Flood Plain Certificate of Compliance, Flood Plain Elevation Certificate**

1. Complete the following documents according to the instructions in the State Construction Manual. A link is provided to download a blank form.

- [Certificate of Compliance](#)
- [Certificate of Completion](#)
- [Flood Plain Certificate of Compliance](#)
- [Flood Plain Elevation Certificate](#)
- Other

2. Upload a scanned copy of each certificate as a separate document using the section below.

### Files

Be sure to answer question # 1.

Click here for document link

# 4. DESIGNER CERTIFICATE



## Certificate of Compliance

---

### Associated Files

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[compliance\\_completion.doc](#) 

DOC • 61 KB

[Download](#) 

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to open  
document

# 4. DESIGNER CERTIFICATE



**SECTION 324  
SCO CERTIFICATE OF COMPLIANCE;**

PROJECT:	
LOCATION:	
BUDGET CODE:	ITEM:
SCO PROJECT ID:	
OWNER:	
TYPE OF CONTRACT:	FINAL AMOUNT:
DATE OF FINAL ACCEPTANCE:	
CONTRACTOR:	

I (we) certify that the work on the above-referenced project has been inspected in accordance with Chapter 133, Article 1, of the General Statutes, and that:

(1) The inspections of the construction, repairs or installations have been conducted with the degree of care and professional skill and judgment ordinarily exercised by a member of my (our) profession; and

(2) to the best of my (our) knowledge, and in my (our) professional opinion as an architect or engineer, the contractor has fulfilled the obligations of such plans, specifications and contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Designer Signature

(SEAL)\_

\_\_\_\_\_  
Designer Name

\_\_\_\_\_  
Discipline/Title

March 2009

# 4. DESIGNER CERTIFICATE



## Documents

1. INSPECTION

2. CLAIM VERIFICATION

3. CONSTRUCTION CLOSEOUT

4. DESIGNER CERTIFICATE

5. RECORD DRAWINGS

### Instructions

#### 1. Was a Flood Plain Permit required on this project ?

Yes  No

If YES, the following documents must be provided: **Flood Plain Certificate of Compliance, Flood Plain Elevation Certificate**

1. Complete the following documents according to the instructions in the State Construction Manual. A link is provided to download a blank form.

- [Certificate of Compliance](#)
- [Certificate of Completion](#)
- [Flood Plain Certificate of Compliance](#)
- [Flood Plain Elevation Certificate](#)
- Other

Click here for document link

2. Upload a scanned copy of each certificate as a separate document using the section below.

# 4. DESIGNER CERTIFICATE



## Documents

1. INSPECTION

2. CLAIM VERIFICATION

3. CONSTRUCTION CLOSEOUT

4. DESIGNER CERTIFICATE

5. RECORD DRAWINGS

### Instructions

#### 1. Was a Flood Plain Permit required on this project ?

Yes  No

If YES, the following documents must be provided: **Flood Plain Certificate of Compliance, Flood Plain Elevation Certificate**

1. Complete the following documents according to the instructions in the State Construction Manual. A link is provided to download a blank form.

- [Certificate of Compliance](#)
- [Certificate of Completion](#)
- [Flood Plain Certificate of Compliance](#)
- [Flood Plain Elevation Certificate](#)
- Other

Click to link to document

2. Upload a scanned copy of each certificate as a separate document using the section below.

# 4. DESIGNER CERTIFICATE

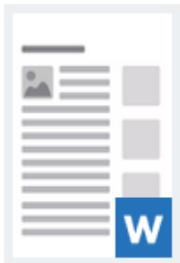


## Flood Plain Certificate of Compliance

---

### Associated Files

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[Certificate of Compliance.doc](#) 

DOC • 30.5 KB

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# 4. DESIGNER CERTIFICATE



(Rev. February 2005)

(To be submitted only upon COMPLETION of project.)

**NC DEPARTMENT OF ADMINISTRATION  
OFFICE OF STATE CONSTRUCTION  
CERTIFICATE OF COMPLIANCE  
FOR CONSTRUCTION IN A FLOODPLAIN**

AGENCY: \_\_\_\_\_  
\_\_\_\_\_

PROJECT: \_\_\_\_\_  
\_\_\_\_\_

SCO ID#: \_\_\_\_\_ BUDGET CODE: \_\_\_\_\_ ITEM #: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to Section 7, H, Executive Order No. 123, Uniform Floodplain Management Policy, a Certificate of Compliance for construction is hereby issued for the above subject project.

The project is certified to be in compliance with the provisions of Executive Order No. 123, Uniform Floodplain Management Policy by:

\_\_\_\_\_  
(Architect's or Engineer's Signature) Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(A or E SEAL)

Agency: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# 4. DESIGNER CERTIFICATE



**Documents**

1. INSPECTION   2. CLAIM VERIFICATION   3. CONSTRUCTION CLOSEOUT   **4. DESIGNER CERTIFICATE**   5. RECORD DRAWINGS

**Instructions**

**1. Was a Flood Plain Permit required on this project ?**

Yes    No

If YES, the following documents must be provided: **Flood Plain Certificate of Compliance, Flood Plain Elevation Certificate**

1. Complete the following documents according to the instructions in the State Construction Manual. A link is provided to download a blank form.

- [Certificate of Compliance](#)
- [Certificate of Completion](#)
- [Flood Plain Certificate of Compliance](#)
- [Flood Plain Elevation Certificate](#)
- Other

2. Upload a scanned copy of each certificate as a separate document using the section below.

Click here to link to FEMA

# 4. DESIGNER CERTIFICATE



Navigation

Search

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Multimedia Collections

Documents and Resources

Document Collections

Photo, Video Use Guidelines

## National Flood Insurance Program Elevation Certificate and Instructions

The National Flood Insurance Program (NFIP) Elevation Certificate (EC) (FEMA form 086-0-33) is an administrative tool of the NFIP which is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, or support a request for a Letter of Map Amendment (LOMA) or a Letter of Map Amendment based on fill (LOMR-F).

This document is referenced in the NFIP [Flood Insurance Manual](#) (Special Certifications Section). This form is fillable and can be completed in either Adobe Acrobat Pro or Adobe Reader and saved.

Note: Completing Section B of the Elevation Certificate (Item B12) requires up-to-date information on Coastal Barrier Resources System (CBRS) boundaries and prohibition dates. Those shown on Flood Insurance Rate Maps are for information purposes only. For the most current and best available CBRS maps and boundary data, please go to the U.S. Fish and Wildlife Service (FWS) [CBRS Mapper](#). The FWS website also provides additional information regarding CBRA [property determinations](#).



		Size	Publication Date
	<a href="#">FEMA Form 086-0-33</a>	2.71M	May 1, 2017
	<a href="#">Elevation Certificate Form Only</a>	2.91M	December 1, 2016

Resource Type: Form | Last Updated: June 12, 2017

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 Official website of the Department of Homeland Security

# 4. Designer Certificate



Yes or No Flood Plain Permit

Certificate of Compliance

Certificate of Completion

Flood Plain Certificate of Compliance

Flood Plain Elevation Certificate

# 5. RECORD DRAWINGS



**Documents**

1. INSPECTION 2. CLAIM VERIFICATION 3. CONSTRUCTION CLOSEOUT 4. DESIGNER CERTIFICATE 5. RECORD DRAWINGS

Instructions Disk Label Transmissions

As Built Drawings should be mailed as soon as possible to:

**Final Reports**  
State Construction Office  
1307 Mail Service Center  
Raleigh, NC 27699-1307

**\*\*\*ALL PDF drawings must be signed, sealed and dated in order to be approved.**

One full set of specifications and drawings shall be saved in Adobe Acrobat (.pdf) format, and one full set on a separate CD or DVD saved in a (.dwg) format such as AutoCad or a similar system.

The digital media disk shall be labeled with the project's SCO State ID number, project name and location, the owning agency's name, the designer's name and the format of files included in CD.

Note: One paper copy of the As-Built drawings and specifications with Designers seals shall be provided for the owner's own use and archiving, see previous section 601.1.3 for additional owner's requirements. SCO no longer requires a hard copy of the As-Built drawings.

See the [Transmissions](#) tab for detailed instructions on CD creation.

# 5. Record Drawings



Instructions

Disk Label

Transmission

Enter dates drawings were sent

# The Designer must submit the closeout to SCO for final approval



Program #: 587 - Coastal Carolina Community College - Dynamometer Test Cell Facility

Project #: 16764 - Coastal Carolina Community College - Com College Informal Test Project

Design #: 17-16764-01 - In-House Coordination Coastal Carolina CC

Package: 17-16764-01B - Com College Informal test Project Package

Construction Closeout

Workflow Action Close

### Project Summary

<p>SCO ID#: 17-16764-01B</p> <p>Department: Community Colleges</p> <p>Agency: Coastal Carolina Community College</p> <p>Designer: In-House Coordination Coastal Carolina CC</p> <p>Project Monitor: Unassigned</p> <p>Percent Complete: 0%</p> <p>Final Inspection Date:</p> <p>Final Acceptance Date:</p> <p>Last Update: 3/13/2017 10:10:00 AM</p>	<p>Project: Com College Informal Test Project</p> <p>Description: Test</p> <p>Package: Com College Informal test Project Package</p> <p>Package Status: Punchlist</p> <p>Closeout Due:</p> <p>Closeout Submitted Date:</p> <p>Closeout Approved Date:</p> <p>Close Out Status: Created</p>
--	--

### Workflow Activity

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	UPDATE	N	DESIGNER	In-House Coordination Coastal Carolina CC	lhahnel	03/13/2017 10:10		Created	
2	SUBMIT	Y	DESIGNER	In-House Coordination Coastal Carolina CC					
3	APPROVE	N	SCO	St. Construction					

### Documents

1. INSPECTION 2. CLAIM VERIFICATION 3. CONSTRUCTION CLOSEOUT 4. DESIGNER CERTIFICATE 5. RECORD DRAWINGS

#### Instructions

Refer to Section 506 - Construction Claims in the State Construction Manual.

Were there any verified claims against this project based on Article 20 of the General Conditions ?  Yes  No

### Files

DATE	TYPE	FILE NAME	DESCRIPTION	UPLOADED BY	Delete?
------	------	-----------	-------------	-------------	---------

# Closeout Workflow



5 alerts created for users: N/A (interscope@doa.nc.gov) lhahnel-submitter (leanne.hahnel@doa.nc.gov) fwahby\_o (Fady.Wahby@doa.nc.gov) kjackson\_o (kent.jackson@doa.nc.gov) rtalley\_o (Robert.Talley@doa.nc.gov)  
Construction Closeout has been submitted by lhahnel-des

Design #: 17-17127-01 Agency: Administration General

Package: 17-17127-01A - Test-Training 6/22/2017

Construction Closeout

Workflow Action

## Project Summary

SCO ID#: 17-17127-01A  
 Department: Administration  
 Agency: Administration General  
 Designer: In-House Design by Department of Administration  
 Project Monitor: N/A  
 Percent Complete: 100%  
 Final Inspection Date: 06/09/2017  
 Final Acceptance Date: 06/12/2017  
 Last Update: 6/12/2017 4:16:00 PM

Project: Test-Training 6/22/2017  
 Description: Test-Training 6/22/2017  
 Package: Test-Training 6/22/2017  
 Package Status: Closeout

Closeout Due: 8/11/2017  
 Date: 06/12/2017  
 Date:  
 Status: Submitted

SCO must approve

## Workflow Activity

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	UPDATE	N	DESIGNER	In-House Design by Department of Administration	lhahnel	06/12/2017 11:07	Created	
2	SUBMIT	N	DESIGNER	In-House Design by Department of Administration	lhahnel-des	06/12/2017 16:15	Submitted	
3	APPROVE	Y	SCO	St. Construction				

## Documents

1. INSPECTION 2. CLAIM VERIFICATION 3. CONSTRUCTION CLOSEOUT 4. DESIGNER CERTIFICATE 5. RECORD DRAWINGS

### Instructions

1. Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Designer's Verification of Punchlist Completion (If Applicable)
- [Final Inspection for Owner Occupancy](#)
- [Partial Utilization for Beneficial Occupancy \(If Applicable\)](#)
- Other

2. Upload a scanned copy of each document using the section below.

# Closeout Workflow



12 alerts created for users: dholmes\_des (dalton.holmes@doa.nc.gov) fwahby\_des (fady.wahby@doa.nc.gov) hbotros\_des (hany.botros@doa.nc.gov) lhahnel-des (leanne.hahnel@doa.nc.gov) rtalley\_des (robert.talley@doa.nc.gov) tblackwell3 (terry.blackwell@doa.nc.gov) (leanne.hahnel@doa.nc.gov) fwahby\_o (Fady.Wahby@doa.nc.gov) kjackson\_o (kent.jackson@doa.nc.gov) rtalley\_o (Robert.Talley@doa.nc.gov) mgioielli (Mike.Gioielli@doa.nc.gov) ggullatt (george.gullatt@doa.nc.gov)

Construction Closeout has been approved by lhahnel

The status of all construction contracts under this package has been changed to: 'Complete'

Program #: 14293 - Administration General - Test-Training 6/22/2017

Project #: 17127 - Administration General - Test-Training 6/22/2017

Design #: 17-17127-01 - In-House Design by Department of Administration

Package: 17-17127-01A - Test-Training 6/22/2017

Construction Closeout

Close

### Project Summary

<p>SCO ID#: 17-17127-01A                  Department: Administration                  Agency: Administration General                  Designer: In-House Design by Department of Administration                  Project Monitor: N/A                  Percent Complete: 100%                  Final Inspection Date: 06/09/2017                  Final Acceptance Date: 06/12/2017                  Last Update: 6/12/2017 4:16:00 PM</p>	<p>Project: Test-Training 6/22/2017                  Description: Test-Training 6/22/2017                  Package: Test-Training 6/22/2017                  Package Status: Complete                  Closeout Due: 8/11/2017                  Closeout Submitted Date: 06/12/2017                  Closeout Approved Date: 06/13/2017                  Close Out Status: Approved</p>
--	---

### Workflow Activity

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	UPDATE	N	DESIGNER	In-House Design by Department of Administration	lhahnel	06/12/2017 11:07		Created	
2	SUBMIT	N	DESIGNER	In-House Design by Department of Administration	lhahnel-des	06/12/2017 16:15	06/12/2017 16:16	Submitted	
3	APPROVE	N	SCO	St. Construction	lhahnel	06/13/2017 10:09		Approved	

### Documents

1. INSPECTION   2. CLAIM VERIFICATION   3. CONSTRUCTION CLOSEOUT   4. DESIGNER CERTIFICATE   5. RECORD DRAWINGS

#### Instructions

- Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.
  - Designer's Verification of Punchlist Completion (If Applicable)
  - [Final Inspection for Owner Occupancy](#)
  - [Partial Utilization for Beneficial Occupancy \(If Applicable\)](#)
  - Other
- Upload a scanned copy of each document using the section below.

# Package Closeout

Package status automatically changes to complete



Program #: 587 - Coastal Carolina Community College - Dynamometer Test Cell Facility

Project #: 16764 - Coastal Carolina Community College - Com College Informal Test Project

Design #: 17-16764-01 - In-House Coordination Coastal Carolina CC

Package: 17-16764-01B - Com College Informal test Project Package

Construction Closeout Close

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**Project Summary**

<p>SCO ID#: 17-16764-01B</p> <p>Department: Community Colleges</p> <p>Agency: Coastal Carolina Community College</p> <p>Designer: In-House Coordination Coastal Carolina CC</p> <p>Project Monitor: Unassigned</p> <p>Percent Complete: 100%</p> <p>Final Inspection Date: 03/13/2017</p> <p>Final Acceptance Date: 03/13/2017</p> <p>Last Update: 3/13/2017 12:52:00 PM</p>	<p>Project: Com College Informal Test Project</p> <p>Description: Test</p> <p>Package: Com College Informal test Project Package</p> <p>Package Status: Complete</p> <p>Closeout Due: 5/12/2017</p> <p>Closeout Submitted Date: 03/13/2017</p> <p>Closeout Approved Date: 03/13/2017</p> <p>Close Out Status: Approved</p>
--	--

---

**Workflow Activity**

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	UPDATE	N	DESIGNER	In-House Coordination Coastal Carolina CC	lhahnel	03/13/2017 10:10		Created	
2	SUBMIT	N	DESIGNER	In-House Coordination Coastal Carolina CC	testCC	03/13/2017 12:52	03/13/2017 12:53	Submitted	
3	APPROVE	N	SCO	St. Construction	lhahnel	03/13/2017 12:55		Approved	

---

**Documents**

1. INSPECTION | 2. CLAIM VERIFICATION | 3. CONSTRUCTION CLOSEOUT | 4. DESIGNER CERTIFICATE | 5. RECORD DRAWINGS

**Instructions**

- Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.
  - Designer's Verification of Punchlist Completion (If Applicable)
  - Final Inspection for Owner Occupancy
  - Partial Utilization for Beneficial Occupancy (If Applicable)
  - Other
- Upload a scanned copy of each document using the section below.

# Closeout-Designer must logon to submit construction closeout



Design #: 17-17127-01 Agency: Administration General  
 Package: 17-17127-01A - Test-Training 6/22/2017  
 Construction Closeout

**Project Summary**

SCO ID#: 17-17127-01A  
 Department: Administration  
 Agency: Administration General  
 Designer: In-House Design by Department of Administration  
 Project Monitor: N/A  
 Percent Complete: 100%  
 Final Inspection Date: 06/09/2017  
 Final Acceptance Date: 06/12/2017  
 Last Update: 6/12/2017 4:09:00 PM

Project: Test-Training 6/22/2017  
 Description: Test-Training 6/22/2017  
 Package: Test-Training 6/22/2017  
 Package Status: Closeout  
 Closeout Due: 8/11/2017  
 Closeout Submitted Date:  
 Closeout Approved Date:  
 Close Out Status: Created

Add any comments below click "workflow and submit"

**Workflow Activity**

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	UPDATE	N	DESIGNER	In-House Design by Department of Administration	lhahnel	06/12/2017 11:07		Created	
2	SUBMIT	Y	DESIGNER	In-House Design by Department of Administration					test with designer logon to submit
3	APPROVE	N	SCO	St. Construction					

**Documents**

- 1. INSPECTION
- 2. CLAIM VERIFICATION
- 3. CONSTRUCTION CLOSEOUT
- 4. DESIGNER CERTIFICATE
- 5. RECORD DRAWINGS

**Instructions**

1. Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Designer's Verification of Punchlist Completion (If Applicable)
- [Final Inspection for Owner Occupancy](#)
- [Partial Utilization for Beneficial Occupancy \(If Applicable\)](#)
- Other

2. Upload a scanned copy of each document using the section below.

# Closeout Workflow



Design #: 17-17127-01 Agency: Administration General  
 Package: 17-17127-01A - Test-Training 6/22/2017

Construction Closeout

Workflow Action Close

**Project Summary**

SCO ID#: 17-17127-01A  
 Department: Administration  
 Agency: Administration General  
 Designer: In-House Design by Department of Administration  
 Project Monitor: N/A  
 Percent Complete: 100%  
 Final Inspection Date: 06/09/2017  
 Final Acceptance Date: 06/12/2017  
 Last Update: 6/12/2017 4:09:00 PM

Project: Test-Training 6/22/2017  
 Description: Test-Training 6/22/2017  
 Package: Test-Training 6/22/2017  
 Package Status: Closeout  
 Closeout Due: 8/11/2017  
 Closeout Submitted Date:  
 Closeout Approved Date:  
 Close Out Status: Created

**Workflow Activity**

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	UPDATE	N	DESIGNER	In-House Design by Department of Administration	lhahnel	06/12/2017 11:07		Created	
2	SUBMIT	Y	DESIGNER	In-House Design by Department of Administration					test with designer logon to submit
3	APPROVE	N	SCO	St. Construction					

**CONFIRMATION!**

Submitting this Construction Closeout will start the review and approval process.  
 You cannot make anymore changes.

Do you want to Submit this Construction Closeout?

**Documents**

1. INSPECTION 2. CLAIM VERIFICATION 3. CONSTRUCTION CLOSEOUT 4. DESIGNER CERTIFICATE

**Instructions**

Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Designer's Verification of Punchlist Completion (If Applicable)
- Final Inspection for Owner Occupancy
- Partial Utilization for Non-Residential Occupancy (If Applicable)

# Closeout Workflow



5 alerts created for users: N/A (interscope@doa.nc.gov) lhahnel-submitter (leaanne.hahnel@doa.nc.gov) fwahby\_o (Fady.Wahby@doa.nc.gov) kjackson\_o (kent.jackson@doa.nc.gov) rtalley\_o (Robert.Talley@doa.nc.gov)  
Construction Closeout has been submitted by lhahnel-des

Design #: 17-17127-01 Agency: Administration General  
Package: 17-17127-01A - Test-Training 6/22/2017

Construction Closeout

Workflow Action Close

**Project Summary**

<p>SCO ID#: 17-17127-01A                  Department: Administration                  Agency: Administration General                  Designer: In-House Design by Department of Administration                  Project Monitor: N/A                  Percent Complete: 100%                  Final Inspection Date: 06/09/2017                  Final Acceptance Date: 06/12/2017                  Last Update: 6/12/2017 4:16:00 PM</p>	<p>Project: Test-Training 6/22/2017                  Description: Test-Training 6/22/2017                  Package: Test-Training 6/22/2017                  Package Status: Closeout                  Closeout Due: 8/11/2017                  Closeout Submitted Date: 06/12/2017                  Closeout Approved Date:                  Close Out Status: Submitted</p>
--	---

**Workflow Activity**

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	UPDATE	N	DESIGNER	In-House Design by Department of Administration	lhahnel	06/12/2017 11:07		Created	
2	SUBMIT	N	DESIGNER	In-House Design by Department of Administration	lhahnel-des	06/12/2017 16:15		Submitted	
3	APPROVE	Y	SCO	St. Construction					

**Documents**

1. INSPECTION | 2. CLAIM VERIFICATION | 3. CONSTRUCTION CLOSEOUT | 4. DESIGNER CERTIFICATE | 5. RECORD DRAWINGS

Instructions

- Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.
  - Designer's Verification of Punchlist Completion (If Applicable)
  - [Final Inspection for Owner Occupancy](#)
  - [Partial Utilization for Beneficial Occupancy \(If Applicable\)](#)
  - Other
- Upload a scanned copy of each document using the section below.

# Package Status-Complete

The system automatically changes the status



Program #: 14293 - Administration General - Test-Training 6/22/2017

\_Project #: 17127 - Administration General - Test-Training 6/22/2017

\_\_Design #: 17-17127-01 - In-House Design by Department of Administration

Detail Consultants Packages Milestones

SCO ID#	PACKAGE_TITLE	STATUS	PROJECT MONITOR	% COMPLETE	TOTAL CONTRACT\$
<a href="#">17-17127-01A</a>	Test-Training 6/22/2017	Complete	N/A	100	\$276,000.00

found

Uploads Comments Project Managers

Delete?	Date	Type	File Name	Description
---------	------	------	-----------	-------------

# Closeout Project



Program #: 14293 - Administration General - Test-Training 6/22/2017  
\_Project #: 17127 - Administration General - Test-Training 6/22/2017

Project | Cost Estimate | Project Type | Funds Assigned | Financial Worksheet | Contracts | Primavera Link | Milestones | **Closeout Project** | Evaluations

### Close out Design / Construction

1 **Contracts:**

Contract	CounterParty	Contract For	Status	Contract Closed Out?	Ratings Present?	HUB Data Finalized?	Ready for Project Closeout
<a href="#">17-17127-01</a>	In-House Design by Department of Administration	Design	No SCO Design Contract	<input checked="" type="checkbox"/>	N/A	N/A	<input checked="" type="checkbox"/>
<a href="#">17-17127-01A-1</a>	Bolton Construction and Service, LLC	Construction	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Bypass Ratings?

2 **Milestones:**  
 I certify that project milestone data is entered and complete.

3 **Close Design / Construction for this project:**

### Financial Closeout

1 **Design / Construction closeout must be complete.**

2 **All funds assigned to this project must be committed or released:**

Project Financial Worksheet Summary:

Assigned Funds:	\$325,000.00
Total Committed:	\$276,000.00
Available to Commit:	\$49,000.00

[Worksheet Detail](#)

Certify Milestones and click "Close out Design/Construction"

# Final Closeout Screen



Design / Construction closeout successful.

Program #: 14293 - Administration General - Test-Training 6/22/2017

Project #: 17127 - Administration General - Test-Training 6/22/2017

Project Cost Estimate Project Type Funds Assigned Financial Worksheet Contracts Primavera Link Milestones Closeout Project Evaluations

## Close out Design / Construction

### 1 Contracts:

Contract	CounterParty	Contract For	Status	Contract Closed Out?	Ratings Present?	HUB Data Finalized?	Ready for Project Closeout
<a href="#">17-17127-01</a>	In-House Design by Department of Administration	Design	No SCO Design Contract	<input checked="" type="checkbox"/>	N/A	N/A	<input checked="" type="checkbox"/>
<a href="#">17-17127-01A-1</a>	Bolton Construction and Service, LLC	Construction	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Bypass Ratings?

### 2 Milestones:

I certify that project milestone data is entered and complete.

### 3 Close Design / Construction for this project:

## Financial Closeout

1 Design / Construction closeout must be complete.

2 All funds assigned to this project must be committed or released:

### Project Financial Worksheet Summary:

Assigned Funds: \$325,000.00

Total Committed: \$276,000.00

Available to Commit: \$49,000.00

[Worksheet Detail](#)

# Project Is Closed



Program #: 14293 - Administration General - Test-Training 6/22/2017

Project #: 17127 - Administration General - Test-Training 6/22/2017

Project | Cost Estimate | Project Type | Funds Assigned | Financial Worksheet | Contracts | Primavera Link | Milestones | Closeout Project | Evaluations

## Project Information - Basic

\* Program: 14293 - Test-Training 6/22/2017

\* Department: Administration

\* Agency: Administration General

Project ID: 17127

\* Title: Test-Training 6/22/2017

Description: This is a test of program/project training for 6/22/2017 class

Agency Project Code:

Status: Design / Construction Closed Out

Connect NC Bond Report Status Update:

(Use this field to enter Connect NC Bond project updates.)

## Project Information - Advanced

Project Type: A3 - Agency Project < \$500K

\* Special Project Designation: Standard Project

Fiscal Year Funded: 2017 - 2018

Financial Controls: On

Bypass Financial Controls? Off

## Estimated Cost

Estimated Project Cost:	\$325,000.00
- Total Amount Assigned:	\$325,000.00
= Estimated Need:	\$0.00

Uploads | Comments | Project Managers

# Release Uncommitted Funds



Program #: 14293 - Administration General - Test-Training 6/22/2017

Project #: 17127 - Administration General - Test-Training 6/22/2017

Project Cost Estimate Project Type Funds Assigned Financial Worksheet Contracts Primavera Link Milestones Closeout Project Evaluations

Close out Design / Construction

Contracts:

Contract	CounterParty	Contract For	Status	Contract Closed Out?	Ratings Present?	HUB Data Finalized?	Ready for Project Closeout
<a href="#">17-17127-01</a>	In-House Design by Department of Administration	Design	No SCO Design Contract	<input checked="" type="checkbox"/>	N/A	N/A	<input checked="" type="checkbox"/>
<a href="#">17-17127-01A-1</a>	Bolton Construction and Service, LLC	Construction	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Milestones:

I certify that project milestone data is entered and complete.

Certified by *LeaAnne Hahnel* on 6/13/2017

Close Design / Construction for this project:

[Reopen Design / Construction](#)

Closed out by *LeaAnne Hahnel* on 6/13/2017

Financial Closeout

Design / Construction closeout must be complete.

All funds assigned to this project must be committed or released:

Project Financial Worksheet Summary:

Assigned Funds: \$325,000.00

Total Committed: \$276,000.00

Available to Commit: \$49,000.00

[Release Uncommitted Funds](#)

[Worksheet Detail](#)

[Close out Project Financials](#)

Click Release  
Uncommitted Funds

# Release Uncommitted Funds



Program #: 14293 - Administration General - Test-Training 6/22/2017  
Project #: 17127 - Administration General - Test-Training 6/22/2017

Project | Cost Estimate | Project Type | Funds Assigned | Financial Worksheet | Contracts | Primavera Link | Milestones | **Closeout Project** | Evaluations

Close out Design / Construction

Contracts:

Contract	CounterParty	Contract For	Status	Contract Closed Out?	Ratings Present?	HUB Data Finalized?	Ready for Project Closeout
<a href="#">17-17127-01</a>	In-House Design by Department of Administration	Design	No SCO Design Contract	✓	N/A	N/A	✓
<a href="#">17-17127-01A-1</a>	Bolton Construction and Service, LLC	Construction	Complete	✓	✓	✓	✓

Milestones:  
 I certify that project milestone data is entered and complete.

Close Design / Construction for this project:  
[Reopen Design / Construction](#)

Financial Closeout

Design / Construction closeout must be complete.  
All funds assigned to this project must be committed or released:

**Project Financial Worksheet Summary:**

Assigned Funds:	\$325,000.00
Total Committed:	\$276,000.00
Available to Commit:	\$49,000.00

[Worksheet Detail](#) [Release Uncommitted Funds](#)

[Close out Project Financials](#)

Uploads | Comments | Project Managers



Click Ok to release funds

Funds will be released back to the program

# Release Uncommitted Funds



Program #: 14293 - Administration General - Test-Training 6/22/2017  
\_Project #: 17127 - Administration General - Test-Training 6/22/2017

Project | Cost Estimate | Project Type | Funds Assigned | Financial Worksheet | Contracts | Primavera Link | Milestones | Closeout Project | Evaluations

### Close out Design / Construction

**1 Contracts:**

Contract	CounterParty	Contract For	Status	Contract Closed Out?	Ratings Present?	HUB Data Finalized?	Ready for Project Closeout
<a href="#">17-17127-01</a>	In-House Design by Department of Administration	Design	No SCO Design Contract	✓	N/A	N/A	✓
<a href="#">17-17127-01A-1</a>	Bolton Construction and Service, LLC	Construction	Complete	✓	✓	✓	✓

**2 Milestones:**  
 I certify that project milestone data is entered and complete.

**3 Close Design / Construction for this project:**  
[Reopen Design / Construction](#)

### Financial Closeout

**1 Design / Construction closeout must be complete.**

**2 All funds assigned to this project must be committed or released:**

**Project Financial Worksheet Summary:**

Assigned Funds:	\$276,000.00
Total Committed:	\$276,000.00
Available to Commit:	\$0.00

[Worksheet Detail](#)

[Close out Project Financials](#)

-0- available to commit

# STATUSES

It is important to remember that all statuses from contract level, to package level to project level must be in one of the following:



# Project Closeout

Non-Code-Item Project



# Closeout Process

Interscope+ System

LeaAnne Hahnel  
Business System Analyst  
State Construction Office