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|  | STATE OF COLORADOOFFICE OF THE STATE ARCHITECTSTATE BUILDINGS PROGRAMSPRE-ACCEPTANCE CHECKLIST\* |
| Institution or Agency: | UNIVERSITY OF COLORADO COLORADO SPRINGS | Final Punch List Date |       |
| Architect/Engineer: |  |
| Contractor: |  |
| Project No./Name: |  |
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After Contractor is satisfied that work is complete as per Notice of Substantial Completion Punch List, a date for final review is established. Architect/Engineer inspection is made with Contractor(s) and Principal Representative and State Buildings Programs (SBP) present. Forms are processed as required.

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|  | DATECOMPLETED | A/E SIGNOFF | REMARKS |
| 1. The Notice of Approval of Occupancy/Use has been fully executed.
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| 1. Schedule for corrections, deficiencies, and items to be supplied are established by Contractor.
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| 1. Final Change Orders are processed (work must be completed prior to Notice of Acceptance).
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| 1. Punch list work is complete and accepted.
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| 1. Permanent keying, keys and keying instructions have been performed.
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| 1. Extra materials as per specifications are delivered to Principal Representative.
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| 1. As-built drawings have been submitted to Architect/Engineer.
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| 1. Guarantee/Warranty documentation requirements are met.
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| 1. Five Most Costly Goods form is completed by Contractor and received.
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| 1. Removal of Contractor’s temporary work including cleanup and debris removal.
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| 1. State personnel are instructed in system and equipment operations as required by contract.
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| 1. All Instructions, manuals, guides, and charts have been transmitted to Principal Representative.
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| Architect/Engineer | Date |  | Contractor | Date |
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| State Buildings Programs(or Authorized Delegate)Carolyn Fox, R.A. | Date |  | Principal Representative(Institution or Agency)Kent Marsh, P.E. | Date |