



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

FACILITY PROFESSIONAL SERVICES

FINAL ACCEPTANCE CHECKLIST

Project Number:		Project Title:			
Contractor:		Project Manager:			
✓	ACTION:	Reference Info. ¹	Verified		
			By	Date	
1.	Contractor: Submit written notice that all incidental corrective work (punch list) completed	GC 6.09; per Spec.			
2.	Contractor: Submit final list of subcontractors, all tiers, which worked on the project and confirm that all affidavits have been submitted.	GC 5.04C			
Contractor: All work done per contract					
3.	Print Name: _____ Signature: _____	Date: _____			
4.	A/E²: In consultation with E&AS PM and Owner, conduct a final on-site inspection of punch list to confirm completion.	GC 6.09; per Spec.			
5.	A/E²: Confirms review and approval of final "As-Built" Record Documents from contractor	GC 4.02			
6.	PM: Identify any and all claims and/or disputes	GC 6.09			
7.	PM: Verify all FAs and COPs resolved, approved and all Change Orders processed	GC 6.09			
8.	Commissioning Authority Verification: All post-commissioning fine-tuning complete and issues resolved	GC 6.09; per Spec.			
9.	Commissioning Authority: Submit Commissioning Final Report (except seasonal testing)	GC 6.09; per Spec.			
A/E² Recommendation of Acceptance (All work acceptable per Contract)					
10.	Print Name: _____ Signature: _____	Date: _____			
Client Agency Acceptance					
11.	Print Name: _____ Signature: _____	Date: _____			
E&AS PM Determination of Date of Final Completion					
12.	Print Name: _____ Signature: _____	Final Completion Date: _____			
13.	PM: Uses the L&I portal and approved affidavits. Apprenticeship participation is _____%. Processes incentive payments for meeting the 15% goal. If goal wasn't achieved, evaluates good faith effort (if applicable) or calculates the fine.	Sup Conds 10.12; per Spec.			
14.	PM: Verify any and all claims and/or disputes resolved	GC 6.09			
15.	PM: Verify final contractor invoicing (100% & retainage as applicable) complete	GC 6.09; per Spec.			
16.	PM: Verify all affidavits, including lower tier subcontractors, submitted to L&I	GC 5.04 RCW 39.12.040			
17.	PM: Verify that final audit is complete and notify the Contracts Specialist to close the project in the DES Diversity Compliance program (B2Gnow)				
18.	PM: Verify that all documents are retained, recycled, or submitted to Archives as per DES policy				
FPS PROGRAM MANAGER OR APM Approves Closing the Contract					
19.	Print Name: _____ Signature: _____	Date: _____			
20.	CS: Closes the contract and advertises the Final Acceptance date. 45-day lien period begins.				
21.	CS: Notifies the A/E, Client Agency, and Contractor that the contract has been accepted.				
22.	PM: Identify requested contract action (A/E)	Close Agreements			
		Close Project			
	Footnote:				

¹ References are for information. Contractor shall refer to the Contract Documents to fulfill all contract requirements.

² If there is not an A/E for the project, the FPS PM will complete