

Division of Hospitality and Facility Services
Office of Capital Planning

01/24/2025

Project No. / Name: _____

A/E's Name: _____

Letter by A/E of Record acknowledging design intent has been met

Letter by A/E of Record stating all items have been completed to satisfaction

(ertificate of) substantial completion awarded by A/E of Record

Final inspection of contractor's work awarded by A/E of Record

1 set of electronic Record Documents / Drawings and Specifications 1, 2, 3 (A, and P. + formats

1 set of paper Record Documents / Drawings and Specifications 1, 2, 3 (A, and P. + formats

1 electronic set of approved drawings and submittals

1 binder to include as-built information: schedule, end/rodect specifications and
physical samples / binder provided (1) must be dated As41&#t nfo

- written approvals/permissions to release retention