

# Checklist of Project Documentation

## *At Project Startup*

- Logs
  - Submittals
  - RFI
  - Drawing
  - Change Order
    - Sub COR
    - COR
    - PCO
    - CO
  - Delays
  - Material Procurement – Long Lead Items
  - Phone
  - Correspondence
  - Transmittals
  - Permits
  - Back charges
  - Safety meetings
  - Site orientation of subs/staff (security)
  - Players
  - Invoices
- Daily Report
  - Sub
  - General Contractor
  - Inspector
- Delay impact report
- Budget
- Pay requisitions
  - Certified payrolls
  - Subcontractor completion reports/logs
- Safety
  - Meetings Held
  - Written Safety Programs
  - Material Safety Data Sheets
- Meeting Minutes
- PM Diary
- CPM schedule
  - Target baseline
  - Updates
    - Narrative of changes
  - Final as-built
- Photos & video tape

## ***Closeout***

- Germane specs
- Warranty items
- Checklist of As-Builts
- Punch lists
- O&M Manuals
- Instructional Training
  - Videos
- List of Hardware spares needed / on hand
- Service Contract
  - Mechanical Subs
- ADA
- Excess materials
- Meetings for closeout
  - With subs
  - With owner
  - With fire department
- Outstanding c/o and claims
  - Letters to subs/suppliers
- Testing
  - Underground – See Form at [www.egca.org](http://www.egca.org)
  - Elevator
  - Fire testing
    - Alarm
    - Enunciator
    - Flow tests
  - Life Safety
  - Major equipment/systems