

Capital Improvement Donation Small Scale/Low Risk Project Post-Construction Check List

FORM 4 OF 4

Funders shall turn over project close-out documents to GCS within 30 days of completion for projects designated Small Scale/Low Risk. The funder will designate a representative to act on its behalf and attest that all requirements of the capital improvement have been met.

Please provide the following:

Funder Representative Name: _____

Funder Representative Address: _____

Funder Representative E-mail: _____

Funder Representative Phone: _____

	Yes	No	Comments
Certificate of Occupancy and/or Final Inspection by the Authority Having Jurisdiction (Attach to document)	<input type="checkbox"/>	<input type="checkbox"/>	
As-built drawings, Operating and Maintenance Manuals, Warranties/Certifications, and other close-out documents (Attach to document)	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of final payment to all contractor(s)/vendor(s)/ firm(s) and their sub-contractor(s) and/or suppliers (Attach to document)	<input type="checkbox"/>	<input type="checkbox"/>	
Has the project been completed to GCS standards?	<input type="checkbox"/>	<input type="checkbox"/>	

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FORM 4 OF 4

Funder Representative:

(Print Name)

(Signature)

(Date)

Principal:

(Print Name)

(Signature)

(Date)

Superintendent or Designee:

(Print Name)

(Signature)

(Date)