Section 6: Project Close Out

Documentation Required From Designer and Contractor For Close Out of Projects

Approved: August 14, 2009
Revised: September 3, 2013

Reference
UNCG HUB Plan
UNCG HUB Close Out Plan

GENERAL

Prior to project close out and release of final payment to the contractors, the HUB Coordinator will review Appendix E with the submission of the Application and Certificate for Payment from UNCG’s Project Management Representative (Facilities Design and Construction, Facilities Operations, Office of Real Property and Auxiliary Facilities and Office of Residence Life) to verify that the minority firms identified in the bid/award process have been appropriately verified, services have been rendered, and payment is due as processed.

ALL PROJECTS COSTING OVER $5000

The staffs of UNCG responsible for managing construction projects are required to provide to the HUB Coordinator the following project close-out documentation 5 days prior to project completion and final approval:

1. UNCG HUB Close-out Cover Sheet
   a. Project ID Number
   b. Dated Contacted
   c. Construction Start Date
   d. Construction Completion or Project Closed
   e. Purchase Orders Number(s)
   f. Project Scope
   g. Renovation Square Footage
   h. Work Order Information
   i. Estimated Cost
   j. Actual Cost

2. Project HUB Participation Record
   a. HUB Contractor/Vendor Company Information

3. Copy of Contractor’s Final Invoice or Project Final Payment Application (AIA)

4. Copy of Final Purchase Order(s) Information

5. Copy of Final Appendix E

6. Copy of Final Facilities Operations Work Order(s) Information

The HUB Coordinator shall maintain a file of submitted Appendix E forms with Application and Certificate For Payment Forms for each contractor by project.