Contract No. : Project Description:

 DATE

 Final Inspection letter (purchase list completed)

 Final Acceptance Letter: Confirm Final Acceptance letter signed by M&O

 Change Orders Finalized:

[ ] Final Change Order (signed, all items zeroed out)

[ ] Confirm all signed change orders on file

[ ] Confirm all change orders signed off by FHWA (Federal Aid Projects ONLY)

 Estimates Finalized:

[ ] Final Estimate (signed, all items paid)

[ ] Confirm all signed estimates on file

 Final Estimate: Submit the following to Finance along with signed Final Estimate

 [ ] CN-91 General Contractor Certification of Payment

 [ ] CN-102 General Contractor Release

 [ ] CN-103 Sub-contractor Release (each sub-contractor)

 [ ] Bond Company Release

[ ] Final Estimate (signed)

 Purchase Orders: Confirm all Purchase Orders zeroed out in FACTS for phases below

 [ ] Phase 4 Construction

 [ ] Phase 3 Construction Engineering (only Construction Section’s items)

 [ ] Phase 19 Contingency

 Audit: Submit Request for Audit form to DelDOTAuditManagement@state.de.us

 Primavera Update: Confirm updated as closeout

 Archive: All Construction contract files boxed per DelDOT Retention Schedule