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](mailto:DelDOTAuditManagement@state.de.us)

Primavera Update: Confirm updated as closeout

Archive: All Construction contract files boxed per DelDOT Retention Schedule