Close Out Phase
Last Pay App Review Cornell Funded

Project: **Project Name & (eB #)**

**Last Pay App Review Cornell Funded**

☐ Subcontractor Invoices, if applicable
☐ Municipal/Building Permit Fees (excluding State only)
☐ Final Project Photographs
☐ Return of all issued Keys
☐ Contractor Evaluation Form Response
☐ Certificate of Substantial Completion from Consultant (C5)

Verify that the following **Submittal Items** have been submitted & approved:

☐ Guarantee Form for General Contractor (Submittal item)
☐ Guarantee Forms for Subcontractor if applicable (Submittal item)
☐ Final Release – General Contractor (Submittal item)
☐ Final Release – 1st Tier Subcontractors (Submittal item)
☐ Final Waiver of Claims & Liens & Release of Rights, Blanket Agreements (Submittal item)
☐ Consent of Surety to Make Final Payment (if bonded project) (Submittal item)
☐ Temporary Certificate of Occupancy/Completion from AHJ (Submittal item)
☐ Certificate of Occupancy/Completion from AHJ (Submittal item)
☐ Certificates of Approval (i.e.- Electrical Underwriters, etc.) (Submittal item)
☐ Fixed Equipment Inventory (Submittal item)
☐ Operating and Maintenance Data O&M (Submittal item)
☐ Commissioning Documentation (Submittal item)
☐ As-Built Drawings (Submittal item)
☐ 100% Asbestos Free Certification (Submittal item)

Verify that the following has been submitted to & approved by M/WBE Coordinator:
☐ M/WBE Utilization Compliance Reports

IF GMC Contract:
☐ General Condition Expense Documentation
☐ Current Estimated Probable Costs
☐ Statement of Current Indicated Final Cost
☐ Fee Calculation Worksheet
☐ Disposition of Equipment Purchases

IF State Owned Facility:
☐ Certified Payroll Records *(Attach in Certified Payroll Field Only)*

IF Blanket Agreement/Task Authorization:
☐ Waiver of Liens, Blanket Agreements