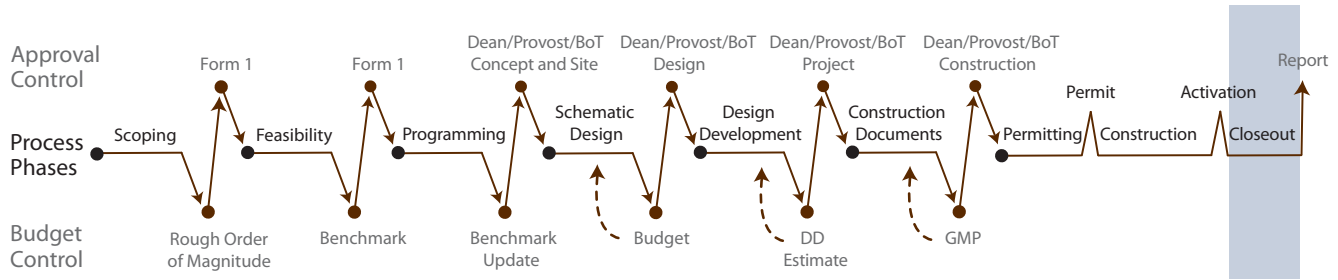


CLOSEOUT



Facilitate administrative financial closeout of the complete and fully commissioned project.

Upon receipt of a Certificate of Occupancy (CO), the facility is occupied, maintenance responsibilities begin, and depreciation and debt service (where applicable) transfer to the school/department.

The project manager submits a turnover letter to the user and BGM/SEM to notify them that warranties are in effect and maintenance responsibilities have been transferred. Within three months of completion, the PM facilitates submittal of all appropriate closeout documents.

After move-in, the project team continues to be responsible for completing all jurisdictional, legal, and contractual obligations; reconciling the project accounting with the Controller’s Office; evaluating and reporting the project outcomes; conducting warranty reviews three months after occupancy for landscape and eleven months after occupancy for equipment; transferring all project records to the appropriate departments; and officially retiring the project.

Financial closure: The Closeout phase lasts through the duration of the project warranties (typically one year), but the project should be financially closed within six months after the project is complete. Financial closure requires that all contract work be completed, as-built documents received and submitted to Maps & Records, lien releases filed, final invoices submitted and paid, project accounting reconciled with the university’s financial system, funding surpluses returned, and the project account retired.

TASKS

Project Controls & Logistics

Budget	Closeout project contracts; reconcile final project cost; close capital account
Funding	Report remaining funding to be returned
Schedule	N/A
Internal reviews	Conduct post-occupancy evaluation
Board of Trustees	Report final cost
Logistics	Demobilize and restore site
Administration	Submit complete as-built drawings to Maps & Records
Jurisdictional	Submit Certificate of Occupancy to Capital Accounting
Outreach	N/A

Building Program

School/Dept	Decommission vacated space
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Sustainability

Complete final commissioning and post-occupancy evaluation

DELIVERABLES

- Completed punch list
- As-built drawings and O&M manuals
- User and maintenance turnover letter(s)
- Commissioning report

APPROVALS

- Project Manager
- Facility Coordinator
- Building Manager
- Zone Manager
- Director, DPM
- Director of Finance, LBRE
- Controller’s Office
- Dean/Department and/or user representative

>> Resources for the Closeout phase, including checklists and form templates, are online at: http://lbre.stanford.edu/dpm/PDP_Process