

## Substantial Completion\* or Final Inspection Prep List



<b>Project #</b>		<b>Contract #</b>	
<b>Project Name/Title</b>			

*\*Substantial Completion* means the date determined and certified by Contractor, A/E, and Owner when the Work, or a designated portion thereof, is sufficiently complete, in accordance with the Contract, so as to be operational and fit for the use intended. (UGC Article 1.45). **When requesting Substantial Completion or Final Inspection, Contractor shall provide 15 working days advance written notice (unless otherwise agreed upon) to TPWD Project Manager and Construction Manager and provide the following:**

Documents/Actions Required upon requesting Substantial Completion or Final Inspection
Contractor's punch list (if applicable) <i>noting items contractor has corrected and included all remaining work items with date scheduled for completion or correction prior to final inspection.</i>
Confirmation that there are no outstanding items on the contractor's punch list, which includes items that would affect the operation of the facility (if applicable)
Copy of marked-up "as-builts"
A preliminary "review" copy of the operating and maintenance manual (O&M). Treated as a material submittal.
Specified written warranties and like publications (O&M Manual Section II)
Contact list for Partner Division (whom to call during warranty period and post warranty) (O&M Manual Sections III & IV)
Submittal Binder (O&M Manual Section V)
Individual product manuals (O&M Manual Section VI)
A preliminary "review" copy of each instruction manual (O&M Manual Section VI)
Parts catalog, wiring diagrams, spare parts, etc. (as required)
Parts for all installed equipment, systems, keys and like items as described in the contract documents (commonly referred to as "attic stock")
Confirmation that the Texas Accessibility Standards Inspection is scheduled prior to the Substantial Completion or Final inspection date (any unresolved findings to be included on the punch list) OR TAS Report documenting that all issues have been addressed ahead of final inspection.
Written verification that contractor has scheduled a training date with site staff (OR verification that a training has taken place ahead of final inspection)

**Able to Proceed with Inspection?**

**Scheduled Date of Inspection**

**Approved by (Construction Manager)**

**Date**

Texas Parks and Wildlife Department maintains the information collected through this form. With few exceptions, you are entitled to be informed about the information we collect. Under Sections 552.021 and 552.023 of the Texas Government Code, you are also entitled to receive and review the information. Under Section 559.004, you are also entitled to have this information corrected.