



Office of University Building Official

4400 University Drive, MS 1E4; Fairfax, VA 22030

Telephone: (703) 993-6070

PROJECT CLOSEOUT LIST

PROJECT TITLE:

PROJECT/PERMIT NO:

CAPITAL PROJECT:

NON-CAPITAL PROJECT:

The following items (as applicable) must be verified on building project, prior to Beneficial Occupancy and/or the issuance of a Temporary Certificate of Occupancy (TCO)/Certificate of Occupancy (CO). **Assure that the following items are complete or do not apply to the project prior to scheduling a Substantial Completion Inspection.**

Site / Building Accessibility

- Y N/A Route from the entrance to the public way
- Y N/A Plumbing / controls / circulation
- Y N/A Fire Department Access routes are complete
- Y N/A Fire Hydrants are installed/operational

Means of Egress

- Y N/A Exit Access / Exit / Exit Discharge clear and unobstructed
- Y N/A Delayed egress / Access controlled locks
- Y N/A Door Hardware / types required

HVAC

- Y N/A Ventilation
- Y N/A Exhaust Systems
- Y N/A Special Systems (hood exhaust, dust collection)
- Y N/A Testing and Balancing Report approved by Engineer of Record

Electrical

- Y N/A Egress lighting with emergency power on and off
- Y N/A Boxes (back, junction, and pull) covered
- Y N/A Exit Signs
- Y N/A Lightning Protection Certification

Plumbing

- Y N/A Fixtures tested and properly functioning
- Y N/A Lab gases
- Y N/A Secondary Roof Drainage
- Y N/A Potable Water Report

Fire Protection

- Y N/A Fire alarm/communication system accepted.
Supervising Station Name
- Y N/A Sprinkler system accepted
- Y N/A Standpipe system accepted
- Y N/A Fire pump accepted
- Y N/A Fire suppression system accepted (wet-chemical suppression, clean-agent, dry-chemical, water mist, etc.)
- Y N/A Smoke Control system accepted (stairwell pressurization, atrium, etc.)
- Y N/A All fire resistive components are in-place. Firestopping and fire-resistant joints completed and approved.

General Safety

- Y N/A Floor finishes complete
- Y N/A Elevator inspection accepted
- Y N/A Contractor Clean-up

Close Out Documents

- Y N/A As-built Record Drawings Submitted
- Y N/A VEES documentation (if VEES is compliance method selected to meet High Performance Buildings Act)
- Y N/A Final Report of Special Inspections Submitted/Approved (HECO 13.1b)
- Y N/A Regional State Fire Marshal letter recommending occupancy
- Y N/A Roofing Survey Report
- Y N/A Contractor's material and test certifications for both above and underground sprinkler piping and standpipes in accordance with NFPA 13, 14 and 20.
- Y N/A Fire alarm, detection and signaling systems record of completion documentation in accordance with NFPA 72.
- Y N/A Contractor's installation certification for range hood fire suppression systems (wet chemical system acceptance test report in accordance with NFPA 17A).

- Y N/A Test/inspection reports for spray-applied fire-resistive materials (SFRM) and/or, intumescent coatings.
- Y N/A Certification for concrete masonry units used in rated wall assemblies.
Note: Check plans for rated design designations and specifications for additional requirements.
- Y N/A Test documentation for smoke control systems (VUSBC and NFPA 92).
- Y N/A Acceptance test documentation for fire dampers, smoke dampers and/or combination fire/smoke dampers in accordance with NFPA 80.
- Y N/A Acceptance test documentation for all fire protection door openings (vertical, horizontal, and/or swinging doors) in accordance with NFPA 80.
- Y N/A Certification for new gas piping in accordance with the Virginia Fuel Gas Code and appropriate referenced NFPA standards (58, 59, etc.) for purge and pressure testing.
- Y N/A Fire Pump Field Acceptance test form in accordance with NFPA 20. The pump manufacturer, controller manufacturer, and transfer switch manufacturer (or field representative respectively for each) must be present for field acceptance test, per NFPA 20.
- Y N/A Emergency generator certification and power supply for fire protection systems (refer to VUSBC, NFPA 70 and NFPA 110 for additional information).
- Y N/A Decorations, curtains, and drapes - flame resistance certification in accordance with NFPA 701.
- Y N/A Certification for textile wall & ceiling finishes.
- Y N/A Certification of flame spread & smoke development ratings for wall and ceiling finishes.
- Y N/A Certification/Test report for floor finishes.
- Y N/A Contractor's Certificate of Completion form (OUBO form)

I have inspected for as noted above and conclude that the building is substantially complete and ready for beneficial occupancy.

By: _____

(Signature)

(date)

Typed Name: _____

Title: _____