



PROJECT CLOSE-OUT CHECKLIST

GENERAL INFORMATION

TENANT _____

TENANT CONTACT _____ TELEPHONE _____

PROJECT NAME _____

DATE _____ FLOOR(S) _____

CONTRACTOR/SERVICE PROVIDER INFORMATION

COMPANY _____

CONTACT NAME _____ TELEPHONE _____

CELLULAR _____ EMAIL _____

Project close-out documentation is a requirement for every Tenant project. The Tenant and the Tenant's Contractor are required to provide all close-out documents within four (4) months of the completion of site work. The following documentation must be provided to the Landlord's satisfaction in order for a project to be considered substantially complete:

PROJECT CLOSEOUT CHECKLIST

- As-Built Drawings (architectural, mechanical, electrical, structural communication) to include:
 - One (1) set as-built CAD (.dwg) drawings on a USB Stick
 - One (1) set as-built PDF (.pdf) format drawings on a USB Stick
 - Copies of engineers review letters stating review and acceptance of all as-built drawings
 - Locations and identifications of all terminal control devices (thermostats etc.)

- Certificate of Occupancy
- WSIB Certificate
- Letter of Substantial Completion
- Certificate of Substantial Performance
- Statutory Declaration
- Proof of either publication in the Commercial Daily News or Certificate of Last Supply (if applicable)
- Verification of all required Meter installations, including floor diagrams plans noting meter locations
- Fire Alarm Verification Reports
- Electrical Load Balance Report for all panels
- Air and Water Balancing Reports including Mechanical Engineers review letter

PROJECT CLOSE-OUT CHECKLIST

PROJECT CLOSEOUT CHECKLIST - CONTINUED

- All equipment Operation and Maintenance
 - Copy of performance and product Warranties and Extended Warranties
 - City of Toronto, ESA and all other relevant permit closure documents
 - Copies of all Site Visit and Final Deficiency Reports, including Consultant(s) review letters stating all deficiencies are now complete
 - Engineer sign-offs/approvals (e.g. Notice of Substantial Completion)
 - Completed deficiency free Commissioning Report
 - Sustainable Purchasing: Material Log, Sustainable Purchasing Log, MDS Cut sheets/Product Data Sheets/Manufacturer Letters
 - Construction Waste Management: Waste Diversion Log and Waybills
 - Air Quality: 6 photographs, filter data sheets (with MERV rating), Completed Indoor Air Quality Data Form"
 - Energy/Water Efficiency: Relevant Cut Sheets and Engineering Specs (as requested)
 - Lighting Circuits/Zone Relay Diagram for Base Building Lighting Programming
- Note: This information should be made available to the CF Project Manager at least (2) weeks In advance of the Tenant move-in date to ensure adequate timing for building operations to program all lighting codes
- Chilled Water flush-out reports if connected to the Base Building CW Riser (if applicable)
 - Flush-Out Results/Calculations
 - Completed Duct Cleaning Report
 - Completed Perimeter Convection Unit Cleaning Letter
 - One hard print copy in binder of ALL above close out documents
 - One PDF of ALL above close out documents on USB

If for any reason any of the listed items are not provided to the Landlord’s satisfaction and within sixteen (16) weeks of Substantial Completion, the Landlord will contact the Tenant to coordinate the delivery of said documents. If the documents are not delivered to the Landlord within an acceptable period as agreed upon by both the Landlord and Tenant, the Landlord will carry out the required measures to substantially close the project. Any and all costs for this work will be charged to the Tenant’s account, including a 15% administration fee.

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