To: Architects and Engineers

From: Marie Ordonez, Contract and Construction Manager

Re: Design Professional Closeout Certification; MSC § 4-500 Et Seq.

Your checkmark in the space provided confirms the items listed below have been received, completed, and approved by your agency as appropriate. Your checkmark below also signifies you have sent the items listed below to the project owners. Please place N/A in any space that is deemed not applicable to this project. Please fax, email or mail the completed form to the DBA Construction Section.

1) Completion of All Punch List Items 2) Contractor’s 1-Year Warranty

3) Roof Warranty 4) Termite Inspection Certificate

5) Maintenance & Operation Manuals 6) Certificate of Air Balance

7) Final Plumbing inspection 8) Final HVAC inspection

9) As Built and Shop Drawings for inclusion by A/E in Record Drawings

10) CD-Rom being prepared for DBA Construction

Please complete the following:

DBA Project Name and Number:

Architect / Engineer Firms Name:

Firms Address:

Authorized Agent of the Firms

Printed Name, Signature, and

Date: