

**SUPPLEMENTAL PROCEDURES  
CONSTRUCTION & PLANNING OFFICE  
PRAIRIE VIEW A&M UNIVERSITY**



**ARTICLE XX - FINAL INSPECTION AND TURNOVER**

The process of accepting the work furnished by the construction contract begins with a series of inspections. When the contractor is approximately 75% complete, the Construction and Planning Office (CPO) will notify the contractor to begin the process of assembling and submitting the required warranties and the operation and maintenance manuals.

- 20.1 C&P, the A/E team, components of the Physical Plant Department and the User perform the first of a series of inspections. The pre-final inspection(s) is accomplished to ascertain whether the contract work is sufficiently complete to warrant the calling of a Substantial Completion Inspection or a Final Inspection for acceptance of the facility. A punch list of items requiring remedial action by the Contractor is prepared as a result of the pre- final inspections.
- 20.3 After the A/E team, CPO, physical plant personnel and the User have performed the pre-final inspection and the contractor has completed correction of the punch list items, the CPO will schedule the final inspection. This inspection tea is the same as the pre-final inspection but should now include the major subcontractors. This inspection is very comprehensive and addresses all the details of the facility. If the work is found to be acceptable, the facility will be turned over to the Component's physical plant Building Maintenance Department for the benefit and use of the User
- 20.6 Final payment to the construction contractor can then authorized by processing the Contract Information Sheet ( Appendix, Form C-19) which required the concurrences of the CPO manager. Included with the final construction pay voucher should be a letter from the Contractor stating that all Subcontractors, suppliers and other indebtedness connected with the contract has been paid. The Contract Information Sheet should act as the "carrier: for the final payment documents.