**XIX Substantial Completion** (Jan 24, 2014 N Milstein)

**What Is It?**

* Date/document that establishes the end of construction, the beginning of occupancy and the beginning of the construction warranty period and the handover of insurance responsibility from the contractor to the university. There may be punchlist items remaining to be completed, but substantial completion is the date which all parties agree the space can be occupied by the user for its intended purpose. Keep in mind that once customer occupies the space they may incur damage for which the contractor cannot be held responsible.

**Who Is Involved?**

* Architect
* Engineer
* Contractor ( needs to include completed certificate in close out binders)
* Project Manager
* Customer

**Process/How**

* PM coordinates Punchlist walkthrough with A/E and contractor to identify all unfinished work
* PM coordinates all final inspections & Fire Marshal inspections using
* A/E (or PM if no A/E) issues Certificate of Substantial Completion ( see Forms, below for hyperlink to WSU Certificate of Substantial Completion using Fire Marshal certificate of occupancy date as date of substantial completion.

**Timeline Considerations**

* Once Substantial Completion date is established, plant fund must be closed within 90 days.

**Forms ( insert hyperlink to forms here)**

* AIA Certificate of Substantial Completion ( completed by architect/engineer)
* WSU Certificate of Substantial Completion ( in the Toolbox)

**Filing**

* W:\FPM Design Const Services\Toolbox\DCS\_Dept\_Misc\_Resources\DCS\_Filing\_Protocol\5.0\_Close\_Out\Cert\_of\_Substantial\_Completion

**References**

* See also section XX Project Close Out