

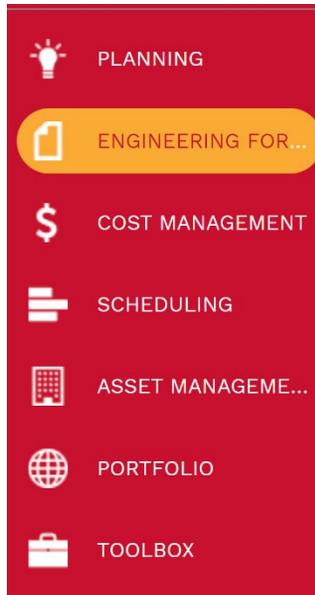


**PM**

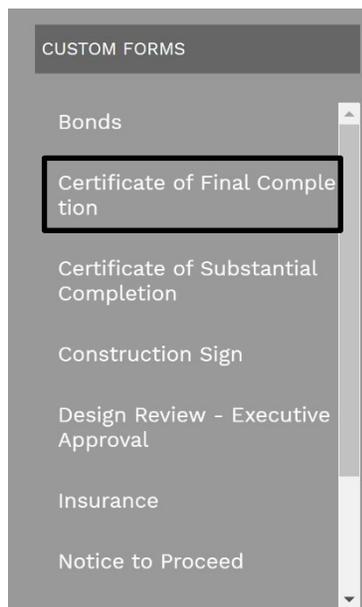
**Submitting Final Completion**

**Certificate of Final Completion**

1- Click on **ENGINEERING FORMS** from the buttons on the left.



2- Under **Custom Forms**, select **Certificate of Final Completion**.



3- Click on + **Add** in the top bar.



- 4- **Project Name** field - Select the project from the Project drop down menu. You can also start typing the name of your project in the field and it will come up.
- 5- **Contractor** field – Select the Contractor from the drop-down menu. You can also start typing the name of Contractor in the field and it will come up.
- 6- **Contractor No.** field – Enter contract number.
- 7- **Architect/Engineer** field - Select the Architect/Engineer from the drop-down menu. You can also start typing the name of Architect/Engineer in the field and it will come up.
- 8- **Date of Final Completion** field – Enter date.
- 9- **Project Number** field – Enter project number.
- 10- **Contract Date** field – Enter contract date.
- 11- Under **SCOPE OF WORK COVERED BY THIS ACCEPTANCE** section, see **Date** field.
- 12- **Date** field – Enter date.

#### CERTIFICATE OF FINAL COMPLETION

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Project Name: <input style="width: 90%;" type="text" value="4"/>	Project Number: <input style="width: 80%;" type="text" value="9"/>
Contractor: <input style="width: 80%;" type="text" value="5"/>	
Contract No: <input style="width: 80%;" type="text" value="6"/>	Contract Date: <input style="width: 80%;" type="text" value="10"/> 06-22-2020
Architect/Engineer: <input style="width: 80%;" type="text" value="7"/>	
Date of Final Completion: <input style="width: 80%;" type="text" value="8"/> 06-22-2020	

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SCOPE OF WORK COVERED BY THIS ACCEPTANCE IS APPLICABLE ONLY TO THE WORK IDENTIFIED IN THE SUBSTANTIAL COMPLETION ACCEPTANCE FORM(S) DATED:

06-22-2020

#### DATE OF FINAL COMPLETION

The work performed under this contract has been inspected and found to be complete. This constitutes the Owner's acceptance for Final Completion for the **ENTIRE** contract amount. The Date of Final Completion of the Project is hereby established as set forth above.

- 13- Project Manager** field – Enter Contractor Project Manager name.
- 14- Signature** field – Provide Contractor Project Manager signature.
- 15- Date** field – Enter date.
- 16- Project Architect** field – Enter Project Architect name.
- 17- Signature** field – Provide Project Architect signature.
- 18- Date** field – Enter date.
- 19- Project Manager** field – Enter Owner Project Manager name. field and it will come up.
- 20- Signature** field – Provide Owner Project Manager signature.
- 21- Date** field – Enter date.
- 22- Principal Project Manager/Director** field – Enter Owner PPM/Director
- 23- Date** field – Enter date.
- 24- Click on the Save icon** above the top header.



In accordance with the Uniform General Conditions (UGC) and Supplementary General Conditions (SGC) of the Contract, this is to confirm the results of the Final Completion inspection(s). The Contractor has completed the list of items identified on the Pre-Final and Final punch list(s) that the inspection team required corrected or completed before final acceptance of the Work in accordance with the UGC. Work accepted with incomplete punchlist items or failure of the Owner or other parties to identify Work that does not comply with the Contract Documents or is defective in operation or workmanship does not constitute a waiver of the Owner's rights under the Contract or relieve the Contractor of its responsibility for performance or warranties.

In accordance with the UGC, the Date of Final Completion is that Date jointly certified by the Architect/Engineer, Owner, and Contractor that the Work is completed and the Contract is fully satisfied according the Contract Documents. Completion of all Work is a condition precedent to the Contractor's right to receive Final Payment.

The **CONTRACTOR** has completed/corrected the items identified on all referenced punch list(s) and the requirements of the Contract are fully satisfied according to the Contract Documents.

<b>13</b>	<b>14</b>	<b>15</b> 06-22-2020
<i>(Project Manager)</i>	<i>(Signature)</i>	<i>(Date)</i>

The **ARCHITECT** agrees that the Work noted in this Final Acceptance is completed in accordance with the Contract Documents.

<b>16</b>	<b>17</b>	<b>18</b> 06-22-2020
<i>(Project Architect)</i>	<i>(Signature)</i>	<i>(Date)</i>

The **OWNER** accepts the Work designated herein to be in accordance with the requirements for Final Completion. Except as provided in the Contract Documents, the University of Houston accepts the Project as complete and accepts responsibility for security, maintenance and utilities. With the exception of Builder's Risk, which is hereby terminated upon the Effective Date of this Acceptance, all other Contractor provided insurance remains in effect through the Warranty period.

<b>19</b>	<b>20</b>	<b>21</b> 06-22-2020
<i>(Project Manager)</i>	<i>(Signature)</i>	<i>(Date)</i>
<b>22</b>		<b>23</b> 06-22-2020
<i>(Principal Project Manager/Director)</i>	<i>(Signature)</i>	<i>(Date)</i>

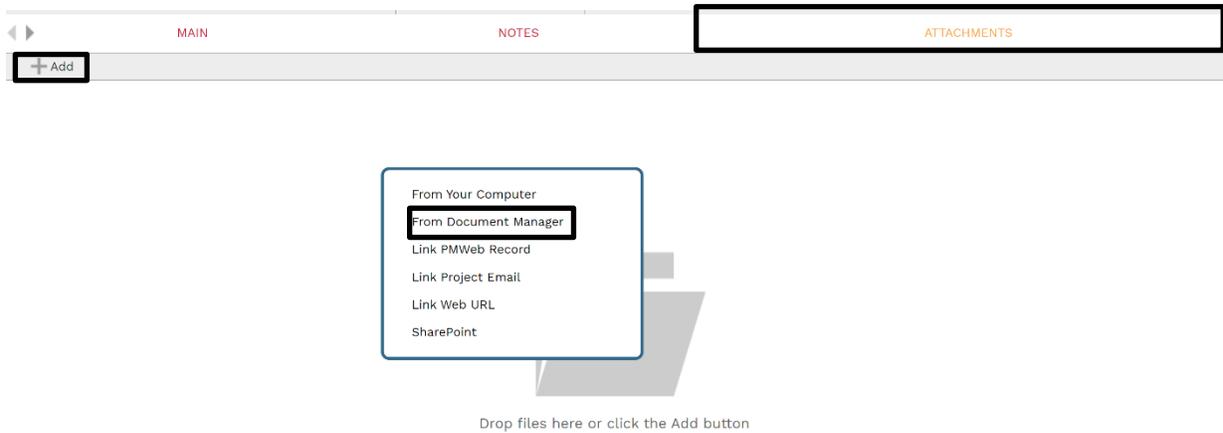
Certificate of Final Completion: 1

**25-** Click on the **Attachments** tab in the top header.

**26-** Click on **+ADD button** and select **Document Manager** in the gray bar (located just below top header).

**27- FILES LOOKUP** window will pop up, then select desired file; i.e. Completed Punch List.

**28-** Click on **Save & Exit** icon to upload document.



**29- Process Complete.**