

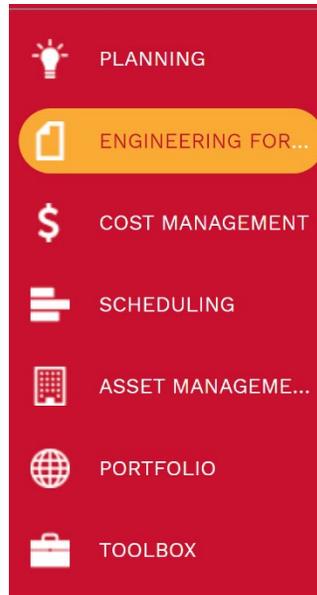


**PM**

**Submitting Substantial Completion**

**Certificate of Substantial 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** 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- **Building No.** field – Enter building number.

6- **Date of Issuance** field – Enter date.

7- **Architect** field - Select the Architect from the drop down menu. You can also start typing the name of Architect in the field and it will come up.

8- **UHS Project No.** field – Enter project number.

9- **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.

10- **PROJECT OR DESIGNATED PORTION SHALL INCLUDE** field – Enter Date of Substantial Completion.

Certificate of Substantial Completion

Project:	<input type="text" value="4"/>	Architect:	<input type="text" value="7"/>
Building No.:	<input type="text" value="5"/>	UHS Project No.:	<input type="text" value="8"/>
TO:	University of Houston Facilities Construction Management	Contractor:	<input type="text" value="9"/>
Date Of Issuance:	<input type="text" value="6"/> 12-21-2022	Contract For:	Construction Services

**PROJECT OR DESIGNATED PORTION SHALL INCLUDE:**

The Work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as  which is also the date of commencement of applicable warranties required by the Contract Documents, unless noted otherwise. **10**  
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate date of their Commencement.)

- 11- Under **WORK TO BE COMPLETED OR CORRECTED** section, find **(Identify the list of Work)**
- 12- **(Identify the list of Work)** field – enter brief description.
- 13- **Cost estimate of Work to be Completed or Corrected** field – Enter amount.
- 14- **Architect** field - Select the Architect from the drop down menu. You can also start typing the name of Architect in the field and it will come up.
- 15- **By** field – Enter Architect Representative’s name.
- 16- **Date** field – Enter date.
- 17- **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.
- 18- **By** field – Enter Contractor Representative’s name.
- 19- **Date** field – Enter date.
- 20- **Owner Representative** field – Select the Owner Representative from the drop down menu. You can also start typing the name of Owner Representative in the field and it will come up.
- 21- **By** field – Enter Owner Representative’s name.
- 22- **Date** field – Enter date.
- 23- Click on the **Save** icon above the top header.

000118-

MAIN NOTES ATTACHMENTS WORKFLOW

**WORK TO BE COMPLETED OR CORRECTED**

A list of items to be completed or corrected, prepared by the Contractor and verified and amended by the Architect, consisting of those items identified in the attached list.

(Identify the list of Work):

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed in writing, the date of the commencement of warranties for the items on the attached list will be the date of issuance of the final Certificate of Payment or the date of the final payment, whichever comes first.

Cost estimate of Work to be Completed or Corrected is:  \$0.00

Architect:  By:  Date:

The Contractor will complete or correct the Work on the list of items attached hereto within  days from the above Date of Substantial Completion.

Contractor:  By:  Date:

The Owner accepts the Work or designated portion thereof as substantially complete on  and will assume full possession thereof, on said date, except for noted pending and incomplete items.

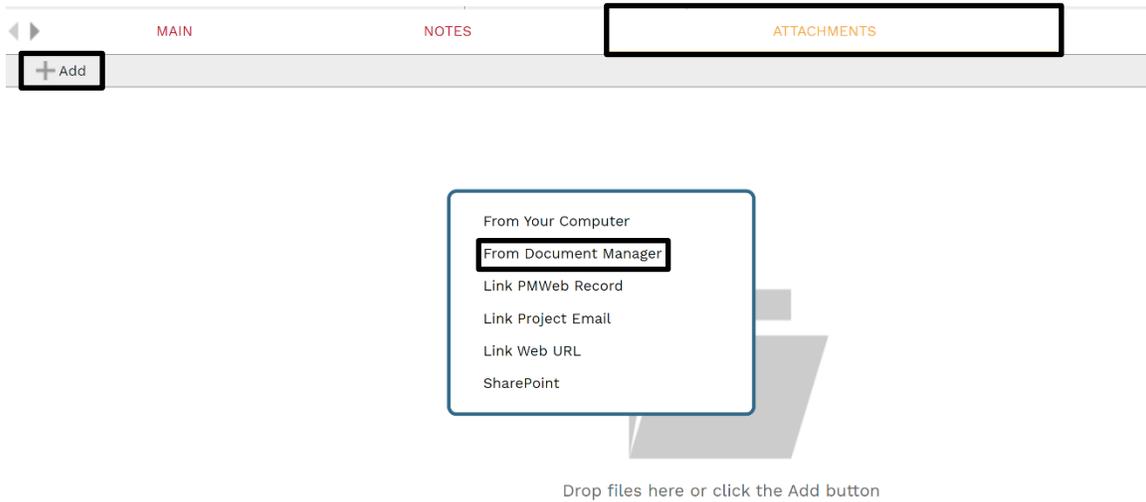
Owner Representative:  By:  Date:

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:  
 The Owner shall provide security, maintenance, utilities, and insurance; the Contractor shall retain responsibility for damage caused by his own personnel. Contractor is to retain insurance as specified in the Contract Documents.  
 (Note\*\*Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage; Contractor shall secure consent of Surety Company, if any).

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

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

**26-** **FILES LOOKUP** window will pop up, then select desired file.



**27-** Click on the **Workflow** tab in the top header.

**28-** Click the **Submit** button.



**29- Process Complete.**