

**EXTRAORDINARY REPAIRS AND CAPITAL IMPROVEMENT
PROJECT CLOSEOUT CHECKLIST**

NORTH DAKOTA PARKS AND RECREATION
SFN 61781 (02-2020)

PROJECT INFORMATION

Property Location		
Building Name		Building Number
Project Name		Project Number
NDPRD Project Manager		
Description of Work (200 words or less)		
Funding Code Department(s)	Funding Code Fund(s)	Total Cost of Project (Reconcile between TMA & Peoplesoft)
Project Close Date (no expenses can be processed after this date)		Recommended Insurance Coverage Amount

PROJECT CHECKLIST

Exterior Photos Uploaded into TMA - Total Maintenance Application) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - Explain:	
Interior Photos Uploaded into TMA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - Explain:	
Blueprints on File <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - Explain:	
Blueprints - Digital Copy Location (if applicable)	Blueprints - Hard Copy Location (if applicable)
Operation & Maintenance Manual(s) to Park Manager <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - Explain:	
Warranty Certificate Filed in TMA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - Explain:	Warranty Expiration Date

CHECKLIST ROUTING

Position	Name	Initials	Date
Project Manager			
Regional Project Manager			
Chief of Planning & Programs			
Accounts Payable			
Chief of Business Services			

FINAL VERIFICATION

Completed	Description	Completed By	Date
	Final Completion Site Visit		
	Verification that all deficiencies are addressed from the substantial and final completion reports.		
	All contracts and change orders are signed and approved.		
	All contracts and change orders are entered into TMA.		
	All invoices have been processed by NDPRD.		
	All invoices have been entered into TMA.		
	Building number is assigned in TMA.		
	Assets are entered into TMA and assigned a tag, as appropriate.		
	All drawings and specifications are sent to the Business Services Division for insurance coverage.		
	Coverage of insurance coverage through Fire & Tornado.		