|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| moseal | | | STATE OF MISSOURI  OFFICE OF ADMINISTRATION  DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION  **SUBSTANTIAL COMPLETION INSPECTION REQUEST** | | | PROJECT NUMBER | |
| DATE | |
| PROJECT TITLE | | | | | | | |
| PROJECT LOCATION | | | | | | | |
| NAME | | | | | | | |
| REPRESENTING | | | | | | | |
| ADDRESS | | | | | | | |
|  | | | | | | | |
| PHONE NUMBER     -   -     ext | | | | FAX NUMBER     -   - | | | |
| I certify that the Work on the project is Substantially Complete and; therefore, request that the Inspection of Completed Work be made on      , ten (10) working days prior notice required per General Conditions, Section 5.3. | | | | | | | |
|  | | | | | | | |
|  | | All Manufacturer’s advertising labels have been removed from windows, fixtures, and equipment. | | | | | |
|  | | Cleaning, as specified in the Contract Documents, has been completed. | | | | | |
|  | | Rubbish, tools, scaffolding, etc. have been removed from site, except for outstanding items identified below. | | | | | |
|  | | Record Drawings are complete, | |  | will be submitted at time of Inspection. | | |
|  | | Operating Manuals are complete. | | | | | |
|  | | Warranties will be submitted at time of Inspection. | | | | | |
| The following outstanding items remain to be completed: | | | | | | | |
| 1. | |  | | | | | |
| 2. | |  | | | | | |
| 3. | |  | | | | | |
| 4. | |  | | | | | |
| 5. | |  | | | | | |
| 6. | |  | | | | | |
| 7. | |  | | | | | |
| 8. | |  | | | | | |
| 9. | |  | | | | | |
| 10. | |  | | | | | |
| (Attach additional sheet(s) as necessary.) | | | | | | | |
| CONTRACTOR’S AUTHORIZED REPRESENTATIVE PRINTED NAME/SIGNATURE | | | | | | | |
| **DESIGNER’S REPLY** | | | | | | | |
| The Substantial Completion Inspection  be conducted on       (date) as requested. | | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
| PRINTED NAME/SIGNATURE | | | | | | | DATE |

*Revised* 06/16 ORIGINAL: FILE/Closeout Documents

COPIES: Designer, General Contractor, Agency, Facility, Construction Representative