

Close-Out Checklist (Park Capital Project)



Project Name

Dept.

Contract Number

Publish Date

PM (City)

Project Start Date

Consultant

Project End Date

Contractor

Project Area in Hectares

Table 1: Start Up Information

Start-up	N/A		Prepared	Initials
Landscape plan approval			PM	
Topsoil composition test			Consultant	
Pre-construction meeting			Consultant	
Rough grade certification			Consultant	
Final grade acceptance			Consultant	

Table 2: Testing and Permit Information

Testing and permits	N/A	Completed Date	Prepared by	Initials
Walkway subgrade and granular compaction			Consultant	
Concrete testing (slump, mix, strength)			Consultant	
Asphalt mix and Marshall test			Consultant	
Catch basin cleaning certification			Consultant	
CSA playground compliance letter			Consultant	
Drop test results			Consultant	
ESA lighting certificate			Consultant	
Structural permit			Consultant	
Plumbing permit			Consultant	
Permit			PM	

Table 3: Substantial and Acceptance Information

Substantial and Acceptance	N/A	Completed Date	Prepared by	Initials
First cut of sod			Contractor	
Second cut of sod			Contractor	
Certification of landscape works			Consultant	
Substantial completion			Consultant	
Product sheet submission			Consultant	
Equipment, maintenance, and repair manuals			Contractor	
Final permit inspections			Contractor	
Sodding/seeding review and acceptance			Consultant/PM	
Preliminary acceptance (warranty start)			Consultant/PM	
Final inspection (warranty)			Consultant/PM	
Final acceptance (warranty close out)			Consultant/PM	
As-recorded drawings			Contractor	

I hereby certify that the landscape works for the Project listed above has been installed in accordance with the landscape plans approved by the City of Guelph and all deficiencies have been corrected.

Landscape Architect’s Signature

Date