**2016 Edition**

**SE-550**

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**CONTRACTOR:**

**CERTIFICATION**

I hereby certify that [ ]  FULL or **[ ]**  PARTIAL Substantial Completion has been accomplished as defined in the Project Manual and in conformance with the requirements of the Contract and the *Manual for Planning and Execution of Permanent Improvement Projects-Part II*. This certification declares that:

**A**. The work that remains to be completed after full or partial substantial completion is minor in scope and nature.

**B.** The remaining work is not disruptive to the function of the facility occupants and is limited to minor items required to finalize the project. Examples are minor touch-up paint, hardware and window adjustments and minor repairs to finishes.

**C.** The Contractor's Punch List and all attachments thereto have been reviewed and any exceptions are noted.

**D.** The composite A/E's Punch List is attached, with the status of each item noted.

**E.** All other requirements of the Contract related to Substantial Completion have been accomplished, to include delivery of all operational and maintenance manuals, record drawings, maintenance training, warrantee certificates and start up activities.

**DATE FOR FULL OR PARTIAL SUBSTANTIAL COMPLETION:**

*(This is also the date for the commencement of warranties required by the Contract.)*

**NUMBER OF DAYS ALLOWED UNTIL FINAL COMPLETION:**

**SPECIAL CONDITIONS OR STIPULATIONS CONCERNING THE COMPLETION OF PUNCH-LIST ITEMS OR EXPLANATIONS FOR PARTIAL SUBSTANTIAL COMPLETION:**

**A/E CERTIFICATION DOES NOT CONFER APPROVAL TO OCCUPY/USE THE FACILITY**

**A/E CERTIFICATION**

**BY:**

*(Signature of A/E Representative)*

**PRINT NAME**:

**TITLE:**

**INSTRUCTIONS TO THE A/E:**

1. Forward the SE-550 and Contractor’s Punch List to the Agency for review and approval.

**AGENCY ACCEPTANCE**

**BY:**

*(Signature of Agency Representative)*

**PRINT NAME**:

**TITLE:**

**INSTRUCTIONS TO THE AGENCY:**

1. Forward the SE-550 to OSE.
2. Schedule with OSE and other authorities having jurisdiction for an Occupancy/Use Permit Inspection.