**SE-560**

**CERTIFICATE OF FINAL COMPLETION**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**CONTRACTOR:**

**CONTRACTOR’S NOTIFICATION AND CERTIFICATION**

I hereby notify the A/E and the Agency that Contract Work for the above Project is or will achieve Final Completion, 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,* on the date shown below. This certification declares that:

1. All items of the punch-list and all items required by the Construction Documents have been completed;
2. All Work is in conformance with the Contract Documents; and
3. All other requirements of the Contract related to Final Completion have been accomplished, to include delivery of all operational and maintenance manuals, record drawings, maintenance training, warrantee certificates and start up activities.

**BY:**

*(Signature of Contractor Representative)*

**PRINT NAME:**

**TITLE:**

**DATE FOR FINAL COMPLETION INSPECTION:**

**A/E CERTIFICATION AND AGENCY ACCEPTANCE OF FINAL COMPLETION**

The A/E and Agency agree that the Project is complete and the Final Inspection of the Project was acceptable. Final Completion of the Project is hereby declared to be effective on the date stated below.

**DATE OF FINAL COMPLETION:**

**SPECIAL CONDITIONS OR STIPULATIONS CONCERNING FINAL COMPLETION:**

**THIS FORM DOES NOT CONFER PERMISSION TO OCCUPY/USE THE FACILITY**

**A/E CERTIFICATION**

**BY:**

*(Signature of A/E Representative)*

**PRINT NAME**:      

**TITLE:**      

**AGENCY ACCEPTANCE**

**BY:**

*(Signature of Agency Representative)*

**PRINT NAME**:      

**TITLE:**      

**INSTRUCTIONS TO THE AGENCY:**

1. Forward a copy of the completed SE-560 and any attachments to OSE.
2. Upon final completion and the Agency’s receipt and approval of the Contractor’s final payment application, the Agency must pay the Contractor all funds remaining due, including all amounts retained from progress payments.