



CONTRACT MANAGEMEN FIRM/PROJECT MANGEMENT FIRM
CLOSE-OUT FOLDER CHECKLIST

NJSDA Form 713

Date: _____

Package No.: _____

Package Name: _____

PMF/CMF: _____

PMF/CMF PO: _____

_____ Construction Contract Final Completion Checklist Completed without exceptions.
Date: _____

_____ Design Contract Completion Checklist completed without exceptions.
Date: _____

_____ Final Acceptance of Consultant contracts(s) has been achieved.
Date: _____

_____ Lien Waivers received from all Construction Contractor(s), Design Consultant(s)
and all of their sub-consultants and suppliers.
Date: _____

_____ All Project Documentation and Records have been turned over to SDA and/or
Client School District as applicable.
Date: _____

_____ All Consultant owned or generated property, materials, waste, etc. has been removed from Client
School District or State of New Jersey owned property.
Date: _____

Project
Complete: _____
PMF/CMF/PO Signature

Project
Complete: _____
SDA Program Officer