

**CONTRACT MANAGEMENT FIRM
CLOSE-OUT FOLDER CHECKLIST**

NJSDA Form 713

Date: _____

Package No.: _____

Package Name: _____

CMF: _____

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:** _____
CMF/PO Signature

**Project
Complete:** _____
SDA Program Officer
