



STATE OF ARIZONA SCHOOL FACILITIES BOARD

Governor of Arizona
Janet Napolitano

Executive Director
John Arnold

MEMO - NEW SCHOOL CLOSEOUT OF ASFB FUNDED PROJECTS

School District: -----

Address: -----

City, State, Zip: -----

Subject: Final School Project Closeout of SFB Project #: -----

The District shall be considered to have reached the substantial and/or final completion stage upon submitting to the School District's ASFB Liaison the required documentation by providing the following:

- 1. Superintendent's letter statement of assurance that the facility was built according to SFB State guidelines including the installation of all required FF&E. **1) District shall provide a driving MAP listing all streets from the State Capital to the new school site. 2) Provide new school general phone # (Note – Letter requires superintendent's signature)**
- 2. Certificate of Occupancy from the Local Building Department. (All life safety requirements must be complete)
 - a. Accompanying State Fire Marshal's acceptance test report for the required Fire Protection System
- 3. Architect's Certificate of Substantial Completion.
- 4. Final request for payment (**must contain all pages and complete schedule of values**) from the contractor and certified by the architect, the project has zero dollars remaining to be paid to the General Contractor for construction.
- 5. All documents sent to SFB, **MUST contain for each project the following @ or near the top of each sheet:**
 - a. The SFB Project Number..... (SFB Proj. #xxxxxxx-9999-xxxN, CM @ Risk)
 - b. The full School District Name and full address.....(Unified) School District No. xx, Etc,)
 - c. New School Facility Name and Grade Level and Full Address with Zip Code.....(9-12, School Name H.S.)
- 6. On site walk-through by SFB, shall verify that one computer per 8 students, based on the approved SFB occupancy of the facility, and all other FF&E has been installed. If you have any other questions please call us @ 602-542-6501.
- 7. On site walk-through by SFB, shall verify and ask the librarian for assurance that 10 new library books per student, based on the approved SFB occupancy of the facility, has been installed in the library.

Check mark indicates item &/or documents are on file with the SFB

Sincerely,

Richard Dern

Richard Dern
SFB Consultant Architect

O:\SFB Documents - New Schools\General Closeout Req\CO Req 2007 - General Form.doc