

**District:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Official School Name:** \_\_\_\_\_

**SFOB Project Award Date:** \_\_\_\_\_

**Substantial Completion Date:** \_\_\_\_\_

**Final Completion Date:** \_\_\_\_\_

The project listed above shall be considered to have reached the substantial and/or final completion stage upon submitting to the SFOB the following required documentation:

**CHECKLIST** (check mark indicates item / document is on file with the SFOB)

- Certificate of Occupancy from the Local Building Department (All life safety requirements must be complete)
- Closeout Documents of all permits, i.e. grading, flood plain, etc.
- State Fire Marshal's acceptance test report for the required Fire Protection System
- Architect's Certificate of Substantial Completion
- Superintendent's signed letter of assurance that the school was built in accordance with the Minimum School Facility Guidelines (Arizona Administrative Code, Title 7, Chapter 6) including the installation of all required FF&E
- Provide full/complete set of As-Built Documents in PDF format (including plans/drawings and specifications)  
Required documents include: Architectural, Structural, Civil, Electrical, Mechanical and Plumbing, Landscape, and Kitchen design
- All documents sent to the SFOB, MUST contain the following at or near the top of each page:  
the SFOB Project Number, the District Name, Official School Name
- On-site walk-through by SFOB staff to verify that the requirements of A.A.C. R7-6-221 Equipment for Libraries and Media Centers/Research Area are met
- On-site walk-through by SFOB staff to verify that the requirements of A.A.C. R7-6-235 Technology are met

**Closeout:**

**This project is complete and approved by the district for final payment:**

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
SFOB Representative

\_\_\_\_\_  
Date

**Comments:**