



ARCHDIOCESE OF MIAMI  
*Building and Property Office*

## Property Insurance Claim Closeout Procedure

**“NO FINAL PAYMENT SHALL BE ISSUED TO ANY CONTRACTOR UNTIL SOMEONE FROM THE BUILDING AND PROPERTY OFFICE HAS VERIFIED THAT THE WORK HAS BEEN COMPLETED”**

- Claim is called in and GB makes contact within 24 hours
- GB provides estimate is to ADOM within 3 days +/-
- ADOM Project Manager to schedule a meeting at site with 3 contractors and provides GB scope without pricing
- Estimates/bids are due to ADOM within 3-5 business days
  - Required documents
    - Scope
    - Budget
    - Schedule
    - Insurance
- ADOM awards contract within 48 hours based on approved budget
- ADOM Project Manager advises GB of final contract amount
- GB issues check to and mailed to ADOM (closes claim)
  - **CLOSEOUT PROCESS PRIOR TO ISSUING CHECKS**
    - ADOM PM site visit to verify the work is complete
    - Contractor submits invoice with the following information
      - Final Release of Liens (All trades)
      - Warranty Letter all trades (1 year minimum)
      - Contractors Final Payment Affidavit
      - Copy of Permit signed off Finals
      - Evidence all permits are closed
      - As-Builts of Completed work
      - Operations and maintenance manuals from each Sub Contractor
- ADOM issues check to contractor
- Parish issues deductible to contract