



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