



ARCHDIOCESE OF MIAMI  
*Building and Property Office*

**Closeout Check List Required Prior to Final  
Payment/Release of Retainage:**

One original and one CD with PDF of the following shall be submitted in a 3 ring binder

- AE/Owner Confirmation that Punchlist has been satisfactorily completed.
- Final Release of Liens (all trades)
- Copy of approved shop drawings and submittals
- Warranty Letter from Contractor and all Trades (per contract)
- Contractor's Final Payment Affidavit (notarized)
- Evidence of permits and subpermits closed
- Contractor verified As-Builts of completed work in PDF format and electronic on CD.
- Project O+M Manuals from each Sub Contractor
- CD with all the above in electronic format

**\*\*IN ADDITION TO THE ABOVE, NO FINAL PAYMENT/RELEASE OF RETAINAGE SHALL BE ISSUED TO ANY CONTRACTOR UNTIL A REPRESENTATIVE FROM THE BUILDING AND PROPERTY OFFICE HAS VERIFIED THAT THE WORK HAS BEEN SATISFACTORILY COMPLETED.\*\***