

A68 FINAL INSPECTION MEETING AGENDA

Provided below are the agenda items typically required by the Owner for the Final Inspection Meeting. Guidance provided in agenda items does not revise the requirements of the Agreement.

Instructions:

1. Create an agenda for the meeting by using this form or copying the contents into another format.
2. Secure a record of attendance.

AGENDA

1. Preliminary:

- a. **Substantial Completion** Review inspection punch list
- b. **Surplus stock** verify delivery of to the Owner
- c. **Project Data Binders** verify completeness
- d. **Construction Record Documents** verify completeness

2. Conduct Inspection of the Work

3. Review results of inspection and rescheduling if incomplete

4. Unfinished construction business review:

- a. **Applicability of 25% Liquidated Damages** (only on General Work)
- b. **Outstanding contract modifications** needed
- c. **Contractor signing the HPBr** (High Performance Building Requirements) verification form
- d. **If a SWPPP applies**, the Storm Water Operation & Maintenance Plan (SWOMP) and Notice of Termination (NOT).
- e. **Contractor's outstanding debts and final payment application** including whether final payment will require advertisement
- f. **One-Year Corrective Inspection**

END