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. **If a SWPPP applies**, the Stormwater Operation & Maintenance Plan (SWOMP) and Notice of Termination (NOT).
   d. **Contractor’s outstanding debts and final payment application** including whether final payment will require advertisement
   e. **One-Year Corrective Inspection**

END