

APPENDIX 7 I

Board of Regents of the University System of Georgia

Final Construction Documents Submittal Checklist

for use by the Design Professional (DP), the Campus (C)
and the Board of Regents Facilities Office (BOR)

1. **Final CD Submittal to Campus - Include each of the following documents under Item 1 to the representative of the Campus (4 copies each unless otherwise noted):**

Item	DP	C	BOR	Complete	Task
1A	X				Construction Documents, including drawings & specifications.
1B	X				Architect's Certificate of Professional Liability Insurance.
1C	X				Architect's Budget Certificate: BOR Form or GSFIC Form 4AU, as applicable.
1D	X				Architect's Certification.
1E	X				Architect's Space Allocation Document (GSFIC projects only).
1F	X				Final Check List of Utilities. See App. 6C.
1G	X				Plot Plan (GSFIC projects only). Provide in Construction Documents and 2 unbound copies. See App. 7A.
1H	X				If the local electrical utility company is to furnish primary electric service to the project, provide a letter from consulting engineer certifying that the location of the primary service point(s) to which the utility company will connect has been approved by the utility co.
1I	X				Letter of review and/or approval from EPD of the DNR for extension of sewerage line(s).
1J	X				Engineer's Opinion Form (GSFIC projects only) to be completed by the owner of gas lines within the vicinity of the construction site. See App. 7 J.
1K	X				Subsurface Soils Report.
1L	X				Soils Engineer Stage I Statement (GSFIC projects only).
1M	X				Soils Engineer Stage II Statement (GSFIC projects only).
1N	X				Approval letter from the Georgia Floodplain Management office.
1O	X				Letter of approval of soil erosion control plan from EPD or local authority as stipulated by EPD. (Approved soil erosion control plan shall be included as part of the Construction Documents.)
1P	X				State Fire Marshal's Construction Permit.

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Item	DP	C	BOR	Complete	Task
1Q	X				Letter of approval from Agency reviewing Risk Management / State Self Insurance Requirements.
1R	X				Letter of approval from appropriate office(s) of Dept. of Human Resources for food service, swimming pools, medical service or sewerage disposal facilities.
1S	X				Certificate of Need for Medical Facilities from the State Health Planning Association.
1T	X				Letter from the Vice Chancellor for Facilities approving the Design Professional's request to restrict use of specific items to less than 3 manufacturers.

2. Final CD Submittal to BOR by Campus - Include each of the following documents under Item 2 to the BOR Program Manager (2 copies each unless otherwise noted):

Item	DP	C	BOR	Complete	Task
2A		X			Letter of transmittal to the BOR including the President's statement accepting the project as represented in the Final Construction Documents.
2B		X			Construction Documents, including the President's signature and date on each cover of the drawings & specifications.
2C		X			Balance of items submitted by Design Professional to the Campus and listed in this checklist (see Item 1 above). Include signatures by the president and others as applicable on documents submitted by the Design Professional (e.g., Architect's Certification, Final Checklist of Utilities).
2D		X			For existing buildings, provide a copy of the original Certificate of Occupancy with a legible certificate number.
2E		X			List of Loose Equipment as itemized on Schedule of Loose Equipment Form No. 494 (list should be provided with the Final Documents but shall not be provided less than 10 months prior to the scheduled date for completion of construction). See App. 6 J.

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3. **Final CD Submittal for BOR projects received by the BOR Facilities Office - Include each of the following procedures under item 3:**

Item	DP	C	BOR	Complete	Task
3A			X		Assure that all required documents are received and in order.
3B			X		If not included as part of the 100% review letter, issue a letter authorizing the Campus and the Design Professional to solicit Bids.

4. **Final CD Submittal for GSFIC projects received by the BOR Facilities Office for transmittal to GSFIC - Include each of the following documents under Item 4 to GSFIC (1 copy each unless otherwise noted):**

Item	DP	C	BOR	Complete	Task
4A			X		Letter of transmittal signed by the Vice Chancellor to GSFIC including: 1. Itemized list of documents transmitted, 2. Name of BOR Program Manager. 3. A statement that certifies that all requirements of paragraphs 3 (a), (b), and (c) of the letter of December 21, 1964 have been met, with the following exceptions: (List name and telephone number for each utility company to be contacted.)
4B			X		Items submitted by the Design Professional and Campus and listed in this checklist (items 1 and 2 above).
4C			X		Project Budget Sheet, as currently approved.
4D			X		Design Professional's original Contract & Amendment(s).
4E			X		Memo from Dept. of Law clearing project site.
4F			X		Attorney's Certificate of Title and Plat of Boundary Survey.
4G			X		Affidavit by the Vice Chancellor for Facilities for condition of title to the property. See App. 7L.
4H			X		Assignment of Architectural Contract signed by the Vice Chancellor for Facilities. See App. 7K.
4I			X		Articles of Representation signed by the Vice Chancellor for Facilities. See App. 7M.