



G|PRO Construction Management

CM Doc #9.2: SAMPLE PROJECT CLOSEOUT DOCUMENT'N REQ'D FROM CM/GC

1. **IAQ:**
 - a. Pictures of ductwork protection, walk off mats, protection of sheet rock, etc.
 - b. MERV Filter Change (swap out).
 - c. Flush out schedule or IAQ test results.
 - d. Pictures of construction sequencing (i.e., painting before soft/absorbent materials are installed).
 - e. Ductwork cleaning report & pictures (if this was required - contamination occurs more often than not).
 - f. MSDS/VOC content information for all Adhesives and sealants.
2. **Recycled Materials:**
 - a. Submit certification and or letter from material suppliers highlighting percentage of recycled content
 - b. Example: All Gypsum Wall Board for the project shall have recycled content of 75%-100% or use fully synthetic gypsum wall board. In both instances paper coating shall be 100% recycled.
3. **Regional Materials:**
 - a. Submit documentation identifying the location of extraction, harvest, and manufacture of all materials provided for under this scope of work.
4. **Rapidly Renewable Materials** including Insulation, Carpeting, Wood Paneling, Wood Doors, Flooring, Cabinets and casework. Submittal documentation verifying certification and/or letter from material or product manufacturer/supplier indicating the percentage of renewable material in the product.
5. **Construction Waste Management (CWM):** Final Construction Waste Management reports
6. **Construction Activity Pollution Prevention (CAPP):** Final checklists and reporting templates. Provide photos of measures.
7. **Final Material costs for divisions 2-10** (as a check for recycled/regional required percentages).
8. **FSC Certified Wood:** Subcontractor shall submit affidavit(s) from all material supplier(s) stating percentage of wood based materials and products certified in accordance with the Forest Stewardship Council Guidelines, including permanent and temporary installations, protection, shoring, bracing, forms, etc.. such as
 - Concrete Formwork
 - Rough Carpentry
 - Wood Doors
 - Wood Paneling
 - Wood Flooring
 - Cabinets / Casework
9. **Composite woods or agrifibers:** Submittals must indicate that the bonding agent used contains no Urea-Formaldehyde.