

Closeout Document Checklist

MCW Custom Energy Solutions Ltd

ITEM	COMPLETE?	COMMENT
1. Letter to MCW Requesting Total Completion	Y / N	
2. Declaration of Last Supply - Trades (Form 5)	Y / N	
3. Certificate of Completion - Subcontractor (Form 7)	Y / N	
4. Statutory Declaration	Y / N	
5. Field Review Reports from Consultant	Y / N	
6. Operation and Maintenance Manuals: Introductory Material (Cover, Table of Contents, Contact List, etc)	Y / N	
7. Operation and Maintenance Manuals: Warranty Documents	Y / N	
8. Operation and Maintenance Manuals: Training Confirmation (Confirmation of Training and Education of Staff)	Y / N	
9. Operation and Maintenance Manuals: Testing and Verification Reports, Inspection Certificates	Y / N	
10. Operation and Maintenance Manuals: Shop Drawings	Y / N	
11. Operation and Maintenance Manuals: List of Units and Work Completed (Insuite Measures)	Y / N	
12. Operation and Maintenance Manuals: As-Built Drawings (Hardcopy, PDF & AutoCAD)	Y / N	