**1100 – Year End and Warranty Checklist**

**Architect-Engineer Responsibilities:**

 YES N/A

 [ ]  [ ]  Each piece of equipment and every system have been verified as operational.

 List exceptions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  [ ]  Complete inspection tour conducted on:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  [ ]  Final completion list has been prepared (dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) and submitted to Project Manager.

 [ ]  [ ]  Results of inspection require corrections, and re-inspection has been scheduled.

**Commissioning Authority Responsibilities:**

 YES N/A

 [ ]  [ ]  Updated Owner’s Project Requirements have been reviewed.

 [ ]  [ ]  Post Occupancy and Off Season Testing have been conducted.

 [ ]  [ ]  Optimization & Adjustment Report has been prepared.

 [ ]  [ ]  Warranty Issues have been resolved satisfactorily.

 [ ]  [ ]  Continued / Re-Commissioning Plan has been developed.

**End of Occupancy and Warranty Checklist**