

**UNIVERSITY OF NEBRASKA**  
**CAPITAL PLANNING and DEVELOPMENT**  
**CONSTRUCTION PROJECT CLOSEOUT PROCEDURES**

**UNFP 6.3.6.7**

**I. Reference and Application**

- A. On November 7, 2008, the Board of Regents approved a policy for Capital Planning and Development.
- B. Application: The procedures apply to all Board of Regents approved capital projects.

**II. Objectives and Limitations:**

The objective of these procedures is to provide guidelines necessary to comply with Board Policy (RP-6.3.6) *Capital Planning and Development* and provide a uniform and effective way to close-out all construction projects requiring Board of Regents approval.

**III. Definitions**

- A. Date of Substantial Completion: The date certified by the University's design firm or by the University when the Work or a designated portion of the work is sufficiently complete in accordance with the Contract Documents, so that the Owner can occupy the Work or designated portion for its intended use.
- B. Date of Final Completion: The date certified by the University's design firm or by the University when the Work has been completed in accordance with the terms and conditions of the Contract Documents.

**IV. Procedure**

- A. Project Closeout Memorandum form: The campus Facility Director or designee shall complete and retain a UNFP 6.3.6.7.1 *Construction Project Closeout Memorandum* for each project.
- B. Performance Evaluations: The campus Facility Director or designee shall complete a UNFP 6.3.6.7.2 *Licensed Professional Services Performance Evaluation*:
  - 1. Complete at bid date; retain one copy and forward one copy to Facilities Planning and Management at Central Administration with Notice to Proceed.
  - 2. Complete one copy at Substantial Completion; retain one copy and forward one copy to Central Administration.
- C. The Campus Facilities Director shall also complete a UNFP 6.3.6.7.3 *Contractor Performance Evaluation*:

1. Complete the first evaluation at the Date of Substantial Completion and the final evaluation at one year warranty period. In each instance, retain one copy and forward one copy to Facilities Planning and Management at Central Administration.
- D. Central Administration Director of Facilities will use the evaluations in consideration of future Selection committees and other actions.