

### **Punch List Walk-Through**

- A punch list walk-through is mandatory prior to final inspection.
  - The punch list inspection should be scheduled once work is 95% completed. All utilities will have been installed, including dry and franchise utilities, and the site will be clean and accessible to inspections.
  - Required punch list inspection attendees:
    - Developer or Construction Manager/Contractor
    - Wet Utilities Contractor
    - City Construction Inspector
    - City Stormwater Inspector
    - City Supervisors from Streets, Signs, Utilities, and other City departments as necessary
  - A punch list will be issued to the Developer or Construction Manager/Contractor
- A .pdf set of record drawings will be submitted to the City Construction Inspector at least 2 days prior to the scheduled punch list walk-through.
- If inspectors arrive for the scheduled walk-through and the site is not ready, the required contractors do not attend, or the walk-through otherwise cannot be completed, it will be cancelled and may be subject to a reinspection fee.

### **Final Inspection and Acceptance**

- Upon completion of the punch list work, the Developer or Construction Manager/Contractor will schedule a Final inspection with the City Construction Inspector.
- Additional documentation required prior to acceptance includes:
  - Final record drawings in PDF
  - Final record drawings in CAD with projection and scale factor OR shape file
  - Two-Year Maintenance Bond (bond date begins at final acceptance)
  - Complete Inventory List
  - Affidavit of Release of Lien
  - Affidavit of All Bills Paid
- Vegetation should be at 85% growth or better.
- A Letter of Acceptance will be issued when the project is complete and all required items have been submitted.
- Maintenance Period inspections will be conducted after Final Acceptance and Engineering staff will communicate deficiencies or issues with the Construction Manager/Contractor.