



**Public Works Department**  
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**PIA PROJECT CLOSEOUT CHECKLIST**

Project Name:

PIA#'s:

Engineer of Record:

Date Submitted:

ID #	✓	ITEM LIST
<b>PIA, PAGE 3, SECTION 7:</b>		
1		Inspection Reports
2		Material Test Reports
3		Monthly Reports
4		Other Supplemental Data Pertinent to the Work ( <i>i.e. CCTV inspection documents and DVD, Flash drive</i> ).
<b>PIA, PAGE 3, SECTION 9:</b>		
5		As-Built Plans ( <i>CAD files in DWG format</i> ), Flash Drive.
6		Development Plan ( <i>Commercial</i> )
7		Grading Plan
8		Landscape Plan
9		Paving & Sewer Plan ( <i>TOS Sewer CAD files in DWG format</i> ), Flash Drive
10		Signing & Striping Plan
11		Water Plan
12		Certified Listing of All Items and Quantities Installed ( <i>i.e. Final Approved Payment Invoice, Final cost sheet, etc.</i> ) <u>Include the active project Excel spreadsheet.</u>
13		Certificate, sealed by the Engineer of Record that ALL the improvements were installed, constructed, and completed in accordance with the approved plans, specifications, and applicable Town Standards.
<b>ADDITIONAL REQUIREMENTS:</b>		
14		ADEQ Notice of Termination ( <i>NOT</i> ) Certification
15		Bill of Sale ( <i>Public Infrastructure</i> )
16		Fire Marshall Requirements
17		Listing of all review and permit fees due and proof of payment - copies of Town of Sahuarita receipts and PIAs.
18		One year Guarantee of work.
19		Sewer - PDEQ Discharge Authorization(s); Water - PDEQ Approval of Construction