## QA/QC Checklist

### DIVISION 01 – General Requirements

#### 01 29 00 – Payment Procedures

#### 01 Requirements for (or prior to) First Payment

Contractors shall submit:

1. Approved “Pencil Copy” of the Application/Certificate of Payment with original signatures.
2. List of subcontractors (General Conditions 8.2).
3. Schedule of Values (General Conditions 11.1).
4. Construction schedule (General Conditions 8.1.1).
5. Site-specific Safety Plan (General Conditions 8.5.2.A). This plan shall detail public interfaces, traffic control, site access, critical activities, and overall project safety.
6. Construction Waste Management Plan (General Conditions 8.11). This plan should detail how the contractor will achieve a minimum recycle/salvage of 75% of construction, demolition, and land clearing waste.
7. Copy of the OSHA 30-hour certification for the contractor’s on-site superintendent (General Conditions 8.5.2.B). The date of the certification must be within five (5) years of the start of the project. For multiple-prime contracts, EACH prime contractor’s on-site superintendent must be OSHA 30-hour certified.
8. Weekly payroll certifications if work has been done (General Conditions 11.2). For periods when no on-site work has been completed, “NO Work Reports” should also be submitted to account for all time periods identified in the Application/Certificate of Payment.
9. Certificate of Compliance with the Steel Products Procurement Act (“Steel Certs”) if work has been done and steel products have been invoiced (Section A Notice to Bidders 17.B). The certificate shall also contain the contractor’s corporate seal.
10. Quality Control Plan (if applicable and required by construction documents).

#### 02 Requirements for Monthly Payments

Contractors shall submit:

1. Approved “Pencil Copy” of the Application/Certificate of Payment with original signatures.
2. Weekly payroll certifications (General Conditions 11.2). For periods when no on-site work has been completed, “NO Work Reports” should also be submitted to account for all time periods identified in the Application/Certificate of Payment.
3. Certificate of Compliance with the Steel Products Procurement Act (“Steel Certs”).

### Table

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<th>Programming/Design</th>
<th>Bidding/Preconstruction</th>
<th>Installation/Construction</th>
<th>Closeout/Warranty</th>
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<tbody>
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Certs”) if work has been done and steel products have been invoiced (Section A Notice to Bidders 17.B). The certificate shall also contain the contractor’s corporate seal.

4. Monthly (minimum) site safety inspection report(s) from the contractor’s safety director (General Conditions 8.5.2.C).

5. E&S Control Inspection Log sheet showing weekly and/or measurable precipitation inspections. This is part of a co-permittee agreement or approved E&S plan.

### 03 Requirements for (or prior to) Final Payment

Contractors shall submit:

1. Approved “Pencil Copy” of the Application/Certificate of Payment with original signatures.

2. Contractor’s Affidavit for Final Payment stating that all payrolls, bills for materials and equipment, and other indebtedness associated with the contractor’s work have been paid (General Conditions 11.8.2).

3. The Consent of Surety Company stating that the contractor’s obligations and surety company’s obligations remain under the performance bond (General Conditions 11.8.2).

4. Waiver of Mechanic’s Lien stating that the contractor waives any future liens against PSU for that project (General Conditions 11.8.2).

5. MWBE utilization data showing the extent of MWBE participation (General Conditions 11.8.2 and Section A Notice to Bidders 21.F).

6. OSHA recordable accident data (General Conditions 8.5.2.E and 11.8.2).

7. A construction waste management calculation showing that the contractor achieved a minimum 75% (by weight) landfill diversion rate. The calculation should include a tabulation of the total waste materials diverted and the means to which they were diverted. The document must be signed to indicate that the requirements have been met (General Conditions 8.11 and 11.8.2).

8. The listing (location, manufacturer, model #, serial #) refrigerant type, and capacity of each piece of refrigeration equipment installed (Job Kit form).

9. The listing (location, manufacturer, model #, serial #) fuel type, and capacity of each piece of fossil-fuel burning equipment installed (Job Kit form).

10. An electronic and hard copy (if requested by PSU) of O&M manuals (General Conditions 5.3 and 11.8.2). The electronic O&M manuals shall be in “searchable”.pdf format organized by CSI Divisions.

11. As-built drawings and/or Building Information Modeling data (General Conditions 2.4 and 11.8.2). As-built drawings shall be submitted to the Professional for incorporation into a final, record set.

12. Warranty certificates (General Conditions 11.8.2).