Checklist: Mechanical Systems Project Completion & Close-out

Project Checklists contain project-specific details as they apply to the scope of work of the project to provide compliance with the NYC Construction Codes and other regulations.

☑ **Department Inspections**

Make sure to request or self-certify the required inspections, by stage of completion, and obtain sign-off for the completed work

☑ **Self-Certification**

If self-certifying the required inspections, make sure to submit a Notice of Intent to Self-certify, which may be audited.

☑ **As-Built Submission**

Coordinate installation with Registered Design Professional (RDP) for submission. RDP to submit PAA as required.

☑ **Final Sign-off**

Make sure to complete all Department inspections and obtain final sign-off of the completed work.