

**What You Need From Your Builder When You Complete
Your Building Project**



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When you have completed the construction of your new facilities, you should request the following things from your builder. All of these items should be in your hands before the last payment is made to your builder. All of these items should also be put in a safe place. If possible, put all of the information on a computer disc and remember to update the disc when technology changes.

- You should request from your builder releases of liens from all of the suppliers and subcontractors used on the project.
- Request all operating and maintenance manuals for all equipment, including specialty items such as sound systems.
- Get a set of as-built construction drawings. These should be put in a safe place for use in future building programs.
- For any equipment, material, or systems that have warranties, request warranty documents. Also, request a written list of all items that have warranties or guarantees, addresses and phone numbers of who is providing the warranties and guarantees, and the dates when they will expire.
- Request copies of all test reports and inspection reports, including governmental inspection reports.
- Acquire all occupancy permits.