

**Operations & Facilities Management Department**

## **Certificate of Substantial Completion**

### **GUIDELINES:**

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Applies to: WashU Medicine Planner/Project Manager (PM), Contractors and Project Architects

Issued: June 25, 2025

Revised:

### **PURPOSE:**

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These guidelines establish a standardized process for the preparation and execution of the Certificate of Substantial Completion (CSC), ensuring consistent application across all projects. They define the responsible parties and outline the necessary steps to ensure accurate and timely completion of the form.

### **DEFINITIONS:**

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Substantial Completion is defined in Article 28 of the General Conditions of Contract.

### **PROCESS:**

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#### **1. Determining Substantial Completion**

- The Contractor shall notify the PM when, in the Contractor's opinion, the work (or a portion thereof) has reached substantial completion.
- The PM, along with the Architect/Engineer (if applicable), shall inspect the work to verify whether it meets the criteria for substantial completion.
- If a Certificate of Occupancy has been issued and the PM concurs that the work is substantially complete, the PM will initiate the CSC process.

#### **2. Documentation and Signatures**

- For projects involving an Architect, the Architect shall issue the standard AIA-G704 form to the PM for review and approval.
- The PM is responsible for routing the form through DocuSign for signatures from the Architect, Contractor, and WashU Medicine Team Lead.
- For projects without an Architect, the appropriate WashU Medicine CSC form (In-House, Contractor-Only, or Engineer & Contractor) shall be used and signed via DocuSign.

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### **3. Signature Requirements**

- All projects—regardless of dollar amount—require a completed CSC form, with the exception of studies.
- The Team Lead or Senior Director shall serve as the final signing authority on all projects.

### **4. Punch List and Finalization**

- The CSC shall be accompanied by a Punch List of remaining items to be completed.
- The Contractor is expected to make a reasonable effort to complete all punch list items within seven (7) days but no more than thirty (30) days of receipt. Omission of any item from the list does not relieve the Contractor of its obligation to complete the project in accordance with the Contract Documents.
- If the PM determines that substantial completion has not been achieved, the PM or Architect shall notify the Contractor in writing, specifying the deficiencies.
- The Contractor shall promptly address the noted deficiencies and notify the PM when ready for reinspection.

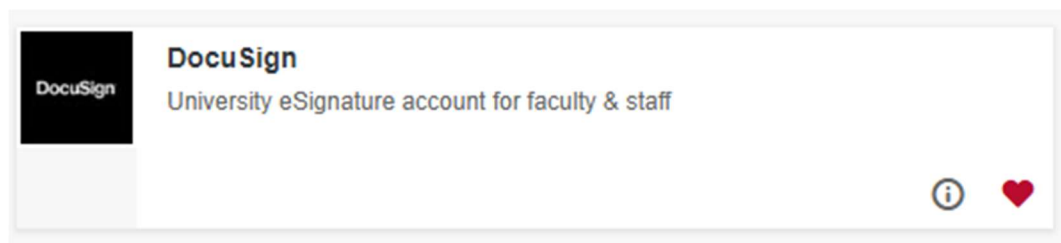
### **5. Recordkeeping**

- Once fully executed, the CSC form shall be archived in the appropriate project folder, and the substantial completion date shall be updated in PMWeb.

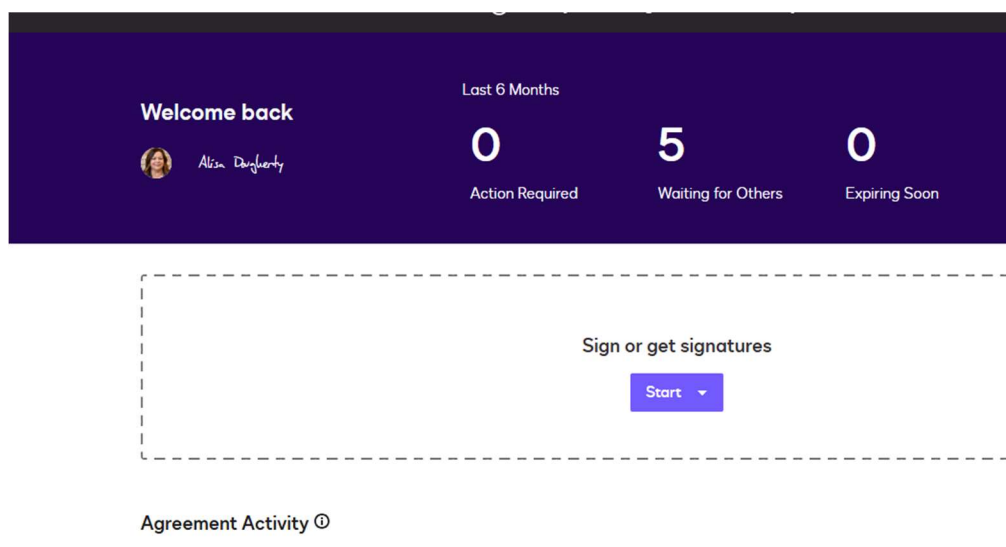
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Open DocuSign from one.washu.edu



Drop the document you want to route for signature here



Set Signing Order, Enter Name and email address for those who will be signing this document.

Include Project Number in Email Subject for Easier Tracking

Enter the message and your email signature, as this is what recipients will see.

Click Next

On appropriate document pages, pull over the name & date signed fields

Review & Send

Once the Document is “Completed” save with the original file name and add the verbiage “Fully Executed” to the title.

DocuSign sends automatic reminders every 2 days, so you do not need to follow up; you will get a bounce-back for an incorrect email.

**\*\*Tip** you may want to filter the DocuSign emails to only send the completed emails to your main email in-box

