

For Official Use Only
General Instructions
(COR Project Completion Form)

1. The enclosed Contracting Officer's Representative (COR) project completion form shall be completed by the COR and submitted to the Contracting Officer (KO) assigned to the Utility Services (US) Contract.
2. Report shall be submitted to the KO after project completion with signatures.
3. The report should list all related project data points with a detailed job description.
 - a. Contract number is self-explanatory and found in the contract document.
 - b. Contract Modification Number will be provided by the contracting team to the COR for reference.
 - c. Contract Line Item Number (CLIN) can be found in the contract modification information.
 - d. Project Number may be found on the Procurement Request (PR). This will depend on what type of project is being completed and will vary by installation. (e.g. if a project is due to Initial System Deficiency Correction (ISDC) the project "may" have ISDC in front of the project number or if it is a normal System Deficiency Correction (SDC) it may have SDC in front of the number. New service connections may also have a unique number assigned. NOTE: Not all installations will include a Project Number on their PR.
 - e. Project Type can be found on the PR. This is self-explanatory and will be listed as either Capital Projects, Service Connections / Disconnections, or Renewals & Replacements.
 - f. Project Name can be found on the PR. This will be whatever the installation determines to call the work being completed. (e.g. Tank 123 demolition or New electrical service to Bldg 123)
 - g. Job Description can be found on the PR. This is a very detailed listing of buildings, equipment, and specific upgrade/repair work to be accomplished.
4. As-Built Drawings: Did the contractor provide detailed drawings for the completed project to the COR?
5. List of added or replaced inventory: Did the contractor provide a detailed inventory listing for the completed project to the COR?

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Project Completion Form

Capital Projects / Service Connections-Disconnections / Renewals & Replacements

Contract Number

Contract Modification Number

Contract Line Item Number

Project Number

Project Type

Project Name

Job Description

As-Built Drawings have been incorporated into the annual Mapping Update program?

Yes (List Details)

No (Provide Explanation)

Date Work Completed

Date of Field Review by COR

List of added/replaced inventory attached?

Yes (List Details)

No (Provide Explanation)

This project has been accomplished and the work has been verified to be completed per specifications of contract/project, and meets the contractor's and the customer's requirements.

Contracting Officer's Representative

Date

Contractor's Representative

Date

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