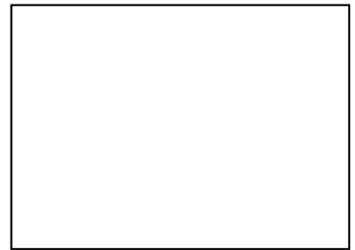




CITY OF BUCKEYE

Final Walk-Through Request Form

(Complete this form and forward to Tanja Jockovic, Construction Coordinator, by fax at 623-349-6222 or email at tjockovic@buckeyeaz.gov)



NOTE: The Final Walk request will have a 1 week processing time to allow for Department approvals, project reviews, and scheduling.

Project Name: _____

Phase or Parcel Name: _____

Project Location: _____

Permit No. (s): _____

Developer/Owner Name: _____

Requestor Name: _____

Company Name: _____

Requestor Phone Number: _____

Requestor Email Address: _____

Notes: _____

PLEASE NOTE:

1. A Final Walk-Through may only be scheduled if **ALL** Construction is complete and the Final As-Built Drawings have been submitted for review.
2. A representative from each of the sub-contractors must attend. Failure to have the proper representation could result in the walk-through to be cancelled.
3. The Developer's Representative is required to provide a copy of the punch list after the Final Walk-Through has been completed to the Construction Department.
4. Once the punch list work is complete, the punch list must be signed off by the inspector stating that all punch list items have been satisfactorily completed. The Developer's Representative is required to provide a copy of the signed completed punch list to the Construction Department.
5. The Final Punch List must be completed and the Final Close-Out Package must be submitted within 60 days of the Final Walk-Through (The Final Punch List must be signed off before submitting the Final Close-Out Package). If the Punch List and Closeout Package are not submitted within 60 days of the Walk-Through, the project will be required to be re-walked with a new punch list. The re-walk will only be scheduled after the Final As-Built Drawings have been reviewed and accepted.

Scheduled: _____

All questions concerning the required information for your project and all requested documentation should be directed to Tanja Jockovic, Construction Coordinator, 623-349-6240, or email at tjockovic@buckeyeaz.gov.