

# I Survived a DSA Close-Out

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## How to Begin

- ◆ DSA Web Site
  - ◆ DSA's On-line Project Tracking System
  - ◆ Project Status
  - ◆ School District
    - Please click here for Project Closing Status
  - ◆ Letter type - Certification and Close of File
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## Surprise in Your New District

- ◆ “A couple of projects were not closed”
  - ◆ A couple becomes almost 100
  - ◆ How do you tell the Superintendent? Board?
  - ◆ Discovery may turn up facilities that were never sent to DSA
  - ◆ Three years later...
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## Being Committed to the “Close-Out”

- ◆ Can you maintain the commitment to Close-Out projects and keep moving forward?
  - ◆ Do you have a choice?
  - ◆ Similarities between school districts and DSA in the Close-Out process
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## Beginning a Close-Out

- ◆ The Close-Out begins at the beginning of the project
  - ◆ Sounds good – but is this real?
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## Timely Close-Outs

- ◆ How does a timely Close-Out happen?
  - ◆ Coordination between
    - Architect
    - Project Inspector
    - Project Testing Lab
    - Project Special Inspectors
    - School District
    - Contractor
    - Construction Manager
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## Pitfalls of a Close-Out

- ◆ Change orders
- ◆ Change orders at the end of a project
- ◆ Understanding what documents are required and what they look like
  - Documents required at the beginning of a project
  - Documents required during the project

## Pitfalls of a Close-Out

- Documents required at the end of a project
- ◆ Tracking documents processed to DSA, Architect, District, Contractor, Project Inspector, Testing Lab

## Quick Thoughts

- ◆ Always get a DSA number
- ◆ Always have the DSA number on ALL your internal documents
- ◆ Do not write a check without receiving the documents. Partial check, partial documents.

## DSA Project Certification Guide

- ◆ Know the Guide
- ◆ Understand the Guide
- ◆ Use the Guide
- ◆ Improve the Guide

# QUESTIONS



## Presenters

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