



## *Affidavit of Release of Liens\**

To All Whom It May Concern:

WHEREAS, the undersigned has been employed by \_\_\_\_\_  
\_\_\_\_\_ Work,

to furnish labor and materials for \_\_\_\_\_

under a contract \_\_\_\_\_

for the improvement of the premises described as \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

County of \_\_\_\_\_, State of \_\_\_\_\_

of which \_\_\_\_\_

\_\_\_\_\_ is the Owner.

NOW, THEREFORE, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

The undersigned, as the Contractor for the above-named Contract pursuant to the conditions of the contract hereby certifies that to the best knowledge, information and belief, except as listed below, the Releases or Waivers of Lien\* attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services, who have or may have liens against any property of the Owner and on the monies or other considerations due or to become due from the owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS: (If none, write "None." If required by Owner, the Contractor shall furnish bond satisfactory to the Owner for each exception.)

### ATTACHMENTS:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from subcontractors and material and equipment suppliers.



## *Affidavit of Release of Liens\* (Cont.)*

\_\_\_\_\_  
(Name of Sole Ownership, Corporation or Partnership) (SEAL)

(Affix Corporate

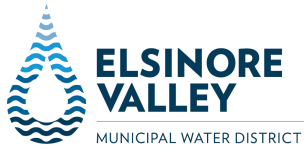
Title

\_\_\_\_\_) (SEAL)

Seal here)

\_\_\_\_\_  
(Signature of Authorized Representative)

\* The word LIEN as used herein shall include STOP ORDERS, STOP NOTICES, or FREEZE orders on monies or other consideration in control of the Owner which are due or to become due on the Contract referenced above.



## *Certificate of Operability*

Name of Project: \_\_\_\_\_

Work Order Number : \_\_\_\_\_

Project Location: \_\_\_\_\_

The Operations Department Hereby Certify That the Project Has Been Properly Transferred from the Engineering Department to the Operations Department. Furthermore this Facility Has Been Properly Tested and Witnessed By the Operations Department and is in Satisfactory Operable Condition.

By: \_\_\_\_\_  
(Operations Department)

\_\_\_\_\_  
Date

Cc: File



## Contractor's Certification of Completion

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
ATTN: Resident Project Rep.  
From: \_\_\_\_\_  
\_\_\_\_\_  
(Firm or Corporation)

Date: \_\_\_\_\_  
Project: \_\_\_\_\_  
Job No. \_\_\_\_\_  
Contract No. \_\_\_\_\_  
Owner \_\_\_\_\_

This is to certify that I, \_\_\_\_\_ am an authorized  
Official of \_\_\_\_\_  
working in the capacity of \_\_\_\_\_  
and have properly authorized by said firm or corporation to sign the following statements pertaining to the  
subject contract.

I know of my personal knowledge, and do hereby certify, that the work of contract described above has been performed, and materials used and installed in every particular, in accordance with, and in conformity to, the contract drawings and specifications.

The contract work is now complete in all parts and requirements, and ready for your final inspection.

I understand that neither the determination by the Engineer-Architect that the work is complete, nor the acceptance thereof by the Owner, shall operate as a bar to claim against the Contractor under the terms of the guarantee provisions of the contract documents.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
For: \_\_\_\_\_



## *Electrical Equipment Summary Form*

Project: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Equipment Item: \_\_\_\_\_  
Equipment Supplier: \_\_\_\_\_

<b>Component Information: Nameplate Data</b>
Manufacturer:
Serial No.:
Model/Part No.:
Type:
Size:
Frame:
Power (kV/kVA):
Primary Voltage:
Secondary Voltage:
Amperage:
Phases:
Hertz:
Input:
Output:
Degrees C Rise:
Percent Impedance:
<b>Lubrication Requirements (Type):</b>
<b>Recommended Spare Parts List (Provide on Separate Sheet)</b>
<b>Comments:</b> _____



*Equipment Installation  
Certification*

Name of Project: \_\_\_\_\_

Equipment Item: \_\_\_\_\_

Equipment Number: \_\_\_\_\_

Location: \_\_\_\_\_

Service: \_\_\_\_\_

Specification Section: \_\_\_\_\_

Drawing Reference: \_\_\_\_\_

The Contractor and Equipment Manufacturer (and/or Supplier) Hereby Certify That the Specified Equipment Has Been (as Applicable) Properly Anchored/Mounted, Lubricated, Alignment, Adjusted, Balanced, Rotated, and Electrical and Piping Connections Inspected, Pressure Switches and/or Pressure Relief Devices Installed, Proper Power Supply Provided, Motor Protection and Limit Switches Installed and that the Equipment is Ready for Start-up, Testing and Normal Operation.

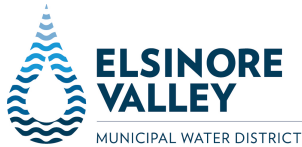
\_\_\_\_\_  
Equipment Manufacturer (and/or Supplier)

By: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_ Date \_\_\_\_\_

Cc: File



## *Final Waiver of Lien\**

To All Whom It May Concern:

WHEREAS, the undersigned has been employed by (A) \_\_\_\_\_

\_\_\_\_\_

to furnish labor and materials for (B) \_\_\_\_\_

\_\_\_\_\_ Work,

under a contract (C) \_\_\_\_\_

for the improvement of the premises described as (D) \_\_\_\_\_

\_\_\_\_\_

in the \_\_\_\_\_ (City) of \_\_\_\_\_

County of \_\_\_\_\_, State of \_\_\_\_\_

of which \_\_\_\_\_

\_\_\_\_\_ is the Owner.

NOW, THEREFORE, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

for and in consideration of the sum  
of (E) \_\_\_\_\_

Dollars paid simultaneously herewith, the receipt whereof is hereby acknowledged by the undersigned, the undersigned does hereby waive and release to the extent only of the aforesaid amount, any lien rights to, or claim of lien with respect to and on said above-described premises, and the improvement thereon, and on the monies or other considerations due or to become due from the owner, by virtue of said contract, on account of labor, services, materials, fixtures, apparatus or machinery furnished by the undersigned to or for the above-described premises, but only to the extent of the payment aforesaid.

(F) \_\_\_\_\_ (SEAL)  
(Name of Sole Ownership, Corporation or  
Partnership)

(Affix Corporate  
Seal here) \_\_\_\_\_ (SEAL)  
(Signature of Authorized Representative)

Title \_\_\_\_\_



## *Final Waiver of Lien\* (Cont.)*

### INSTRUCTIONS FOR PARTIAL WAIVER

- (A) Name person or firm with whom you agreed to furnish either labor, or services, or materials, or both.
- (B) Fill in nature and extent of work; strike the word labor or the word labor or the word materials if not in your contract.
- (C) If you have more than one contract on the same premises, describe the contract by number if available, date and extent of work.
- (D) Furnish an accurate enough description of the improvement and location of the premises so that it can be distinguished from any other property.
- (E) Amount shown should be the amount actually received on that date.
- (F) If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as a partner.

\* The word LIEN as used herein shall include STOP ORDERS, STOP NOTICES, or FREEZE orders on monies or other consideration in control of the Owner which are due or to become due on the Contract referenced above.





## *Instrument Equipment Summary Form*

Project: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Equipment Item: \_\_\_\_\_  
Equipment Supplier: \_\_\_\_\_

<b>Component Information: Nameplate Data</b>
Manufacturer:
Serial No.:
Model/Part No.:
Size:
Function:
Span:
Set Point:
Reset Time:
Ration/Factor:
Input:
Output:
Rev/Dir:
Integral:
Proportional Band:
Derivative:
<b>Lubrication Requirements (Type):</b>
<b>Recommended Spare Parts List (Provide on Separate Sheet)</b>
<b>Comments:</b> _____



## *Mechanical Equipment Summary Form*

Project: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Equipment Item: \_\_\_\_\_  
Equipment Supplier: \_\_\_\_\_

### **Component Information: Nameplate Data**

Manufacturer:	Rated Output
Model/Part No.:	RPM
Type:	Operation:
Size:	Service:
Capacity:	

### **Component Information: Drive Motor Data**

Manufacturer:	Rated Output
Model/Part No.:	RPM
Frame:	Voltage:
Type:	Amperage:
Enclosure:	Phase:
Service Factor:	Hertz:
AC/DC:	

### **Lubrication Requirements (Type):**

Nameplate:  
Drive Motor:

### **Recommended Spare Parts List (Provide on Separate Sheet)**

### **Comments:**



## Notice of Completion

Riverside County Recorder  
P.O. Box 731  
Riverside, California 92502

Date: \_\_\_\_\_, 20\_\_\_\_

Work Order No.\_\_\_\_

**Owner:**

Elsinore Valley Municipal Water District  
P.O. Box 3000  
31315 Chaney Street  
Lake Eisinore, California 92531-3000

Date of Completion:  
\_\_\_\_\_

**OWNER'S ESTATE OF INTEREST:**

Easement\_\_\_\_\_ Fee Title\_\_\_\_\_ Encroachment Permit\_\_\_\_\_

Other (describe)

\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

TITLE OF PROJECT: \_\_\_\_\_

**DESCRIPTION OF PROJECT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF SITE (LOCATION):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final payment will be made to the above contractor on or after 35 days from the recording date of this Notice of Completion, except where otherwise provided for by law.



## *Notice of Completion (Cont.)*

STATE OF CALIFORNIA       )  
COUNTY OF RIVERSIDE    }SS

The undersigned being duly sworn says that they are the \_\_\_\_\_ of the Elsinore Valley Municipal Water District, the public agency authorizing the work of improvement referred to in the foregoing Notice of Completion; that he has executed such Notice of Completion on behalf of such public agency and likewise makes this verification on behalf of said public agency; and that they have read said Notice of Completion and know the contents thereof and that the facts therein stated are true.

SUBSCRIBED AND SWORN TO BEFORE ME ON

-----  
NOTARY PUBLIC, in and for said County and State



## Notice of Substantial Completion

TO: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

DATE OF SUBSTANTIAL COMPLETION: \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PROJECT OR SPECIFIED PART SHALL INCLUDE: \_\_\_\_\_ OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTRACT FOR: \_\_\_\_\_

CONTRACT DATE: \_\_\_\_\_

The work performed under this contract has been inspected by authorized representatives of the Owner, Contractor, and Engineer, and the Project (or specified part of the Project, as indicated above) is hereby accepted by the Owner and declared to be substantially completed on the above date.

### DEFINITION OF SUBSTANTIAL COMPLETION OF THE WORK

Completion of the work shall mean substantial completion of the project or specified area of the project. The date of such substantial completion of a project or specified area of the project is the date when the construction is sufficiently completed, in accordance with the contract documents, as modified by any change orders agreed to by the parties, so that the Owner can occupy or utilize the project or specified area of the project for the use for which it was intended.

A list of all items remaining to be completed or corrected is appended hereto. All such work shall be completed or corrected to the satisfaction of the Owner within \_\_\_\_\_ calendar days after the above date, otherwise the Contractor does hereby waive any and all claims to all monies withheld by the Owner under the Contract to cover the value of all such uncompleted or corrected items.

\_\_\_\_\_  
ENGINEER

BY  
\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE      DATE

The Contractor hereby accepts the above Notice of Substantial Completion and agrees to complete and correct all of the items on the appended list within \_\_\_\_\_ calendar days or waives any and all rights to any monies withheld therefore.

\_\_\_\_\_  
CONTRACTOR

BY  
\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE      DATE

The Owner accepts the Project or specified area of the Project as substantially complete and will assume full possession of the Project or specified area of the Project at \_\_\_\_\_ (time), on \_\_\_\_\_ (date). The responsibility for heat, utilities, security, and insurance under the Contract Documents will be assumed by the Owner after the aforementioned date.

\_\_\_\_\_  
OWNER

BY  
\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE      DATE

### REMARKS

The following items or supplementary sheets listing such items remaining to be completed or corrected are hereby made a part of this document by this reference to:

PAGE 2 OF 2



## *Notification of Need for Warranty Service*

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Notification Number: \_\_\_\_\_ Date of Notification \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Description of Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken to Diagnose/Correct the Problem: \_\_\_\_\_

\_\_\_\_\_

Degree of Adverse Impact Problem Currently ☐ Severe

is Causing to Proper Operations: ☐ Moderate

☐ Minor

Item(s) of Equipment or Structure Involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location(s) of Equipment or Structure Involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date by Which Service is Required: \_\_\_\_\_

Contractor Notified by Telephone or in Person: \_\_\_\_\_

If Yes, Name and Telephone of Person Notified: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Time and Date of Telephone Notification: \_\_\_\_\_

Notifying Person's Name: \_\_\_\_\_

Notification Authorized by: \_\_\_\_\_



## *O&M Manual Review*

Transmittal No.:

Date of Review:

Equipment	No.		Spec.
Item	OK	Deficient	Remarks
Ring Binder			
Hard Plastic Cover			
Standard Size, 2-1/2 in			
Table of Contents			
All Materials – Originals/legible			
Manufacturer and Local Representative Information			
Weight of Equipment (>100 lb)			
Operating Instructions with Reference to Controls			
Preventative Maintenance Schedule			
Preventative Maintenance Procedures			
Lubrication Schedule			
Exploded Views, Parts Lists			
Disassembly Instructions			
Parts Warehouse, Name and Location			
Nameplate Data			
Troubleshooting			
Startup			
Tabulation of Settings			
Test for Efficiency			

Cc: File





## *Partial Utilization Beneficial Use*

(Date)

(Name and Address of Construction Contractor)

Project:

Dear (Contractor Representative):

The District plans to take beneficial use of (identify item or portion to be used) prior to completion of the remaining portion of the project by utilizing or placing it into service during the period when your firm is working (elsewhere at the site).

In consideration of such beneficial use, the District hereby accepts responsibility for the maintenance and protection of the specific portion of the project so used. It is further understood that the manufacturer's warranties of any piece of equipment placed into beneficial use by the District will commence as of the date of this notice of beneficial use.

The Contractor shall retain full responsibility for satisfactory operation of the total project. However, and the Contractor's guarantee period provided under the Contract Documents shall commence only after acceptance by the District and issuance of the final Notice of Completion for the entire project. Such guarantee of total systems operation shall include that portions or portions of work previously placed into beneficial use by the District.

Very truly yours,

Cc. File



## *Partial Waiver of Lien*

To All Whom It May Concern:

WHEREAS, the undersigned has been employed by (A) \_\_\_\_\_

\_\_\_\_\_ to furnish labor and materials for (B) \_\_\_\_\_

\_\_\_\_\_ Work,

under a contract (C) \_\_\_\_\_

for the improvement of the premises described as (D) \_\_\_\_\_

in the \_\_\_\_\_ (City - Village) of \_\_\_\_\_

County of \_\_\_\_\_, State of \_\_\_\_\_

of which \_\_\_\_\_

\_\_\_\_\_ is the Owner.

NOW, THEREFORE, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

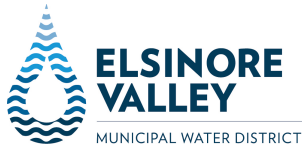
for and in consideration of the sum  
of (E) \_\_\_\_\_

Dollars paid simultaneously herewith, the receipt whereof is hereby acknowledged by the undersigned, the undersigned does hereby waive and release to the extent only of the aforesaid amount, any lien rights to, or claim of lien with respect to and on said above-described premises, and the improvement thereon, and on the monies or other considerations due or to become due from the owner, by virtue of said contract, on account of labor, services, materials, fixtures, apparatus or machinery furnished by the undersigned to or for the above-described premises, but only to the extent of the payment aforesaid.

(F) \_\_\_\_\_ (SEAL)  
(Name of Sole Ownership, Corporation or  
Partnership)

(Affix Corporate  
Seal here) \_\_\_\_\_ (SEAL)  
(Signature of Authorized Representative)

Title \_\_\_\_\_



## *Partial Waiver of Lien\* (Cont.)*

### INSTRUCTIONS FOR PARTIAL WAIVER

- (A) Name person or firm with whom you agreed to furnish either labor, or services, or materials, or both.
- (B) Fill in nature and extent of work; strike the word labor or the word labor or the word materials if not in your contract.
- (C) If you have more than one contract on the same premises, describe the contract by number if available, date and extent of work.
- (D) Furnish an accurate enough description of the improvement and location of the premises so that it can be distinguished from any other property.
- (E) Amount shown should be the amount actually received on that date.
- (F) If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as a partner.

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# Project Punch List

List No. \_\_\_\_\_

Project \_\_\_\_\_ No. \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_ Sheets

Location \_\_\_\_\_ Date \_\_\_\_\_

Inspection was conducted at above project by \_\_\_\_\_ at \_\_\_\_\_ o'clock this date \_\_\_\_\_

Contractor
Owner:

Project Manager/Engineer
Resident Project Rep

The following items are to be corrected or completed to comply with the contract documents:

No.	Item	Value	Spec. Section	DWG. No.	Date Completed	Sign Off	
						Engineering	Operation

## *Project Punch List (Cont.)*

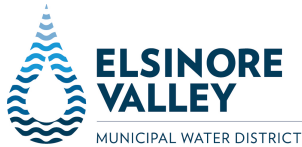
No.	Item	Value	Spec. Section	DWG. No.	Date Completed	Sign Off	
						Engineering	Operation

## *Start-up/Equipment Checklist*

Project:

Contractor:

Equipment Item/ Equipment Number	Operational Checks	Set Point Settings	Accepted By:	Date	Remarks/Comments



## *Unconditional Waiver and Release Upon Final Payment*

(CALIFORNIA CIVIL CODE S3263 (D) (4))

The undersigned has been paid in full for all labor, services, \_\_\_\_\_ equipment or material furnished to \_\_\_\_\_ on the job of Contractor \_\_\_\_\_ located at LAKE ELSINORE and does hereby waive and release any right to a mechanic's lien, stop notice, or any right against a labor and material bond on the job, except for disputed claims for extra work in the amount of \$ \_\_\_\_\_.

Dated: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

NOTICE TO PERSONS SIGNING THIS WAIVER; THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID.

NOTE: This form of release complies with the requirements of Civil Code Section 3262 (d) (4)

The Contractor is required to obtain from each subcontractor and supplier this unconditional waiver and release of claims for each preliminary notice received by the District. Final payment shall be held in abeyance pending receipt of release of claims from all subcontractors or suppliers.

Alternatively, the final payment will be made by check payable to the Contractor and subcontractor or supplier to the extent the subcontractor or supplier has not been paid as shown on the Preliminary Notice.