



FORM D-11 APPLICATION TO RELEASE RETAINAGE

The D-11 is an application requesting the Office of Superintendent of Public Instruction to grant permission to release retainage/retainage bond to the general contractor. (Refer to Chapter 10 of the *School Facilities Manual*.)

PROJECT INFORMATION

Project Name: _____ School District: _____ No. _____ Address: _____ City: _____ Zip Code: _____ Contractor: _____	Project Number: _____ County: _____ Contact Person: _____ Telephone: _____ Fax: () _____ E-Mail: _____
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Transmitted with this form are documents required to be on file with OSPI before retainage may be released (WAC 392-344-165):

Due within 30 days following official acceptance of the project as complete by the school board:

1. Properly executed state invoice voucher (WAC 392-344-145).
2. Architect/engineer certificate(s) of completion (WAC 392-344-155).
3. Architect's statement of square footage as per WAC 392-344-155.
4. School district board of directors' resolution of final acceptance signed by the authorized agent of the district (WAC 392-344-160).
5. School district board of director's resolution accepting the building commissioning report (WAC 392-344-165).
6. If applicable, certification that the final WSSP or LEED scorecard has been submitted to OSPI, and that annual monitoring and reporting in Energy Star Portfolio Manager will take place for 5 years starting after Board acceptance or building occupancy.
7. Certification that the district has submitted apprenticeship utilization information to the Department of Enterprise Services (RCW 39.04.320), with a copy to OSPI School Facilities.

Due within 60 days following official acceptance of the project as complete by the school board:

1. Certification by the authorized agent of the school district that the district has on file all affidavits of wages paid in compliance with RCW 39.12.040.
2. Dated not less than 45 days following acceptance of the project by the school district, a signed statement by the authorized agent of the school district that no lien(s) is on file with the school district or a certified list of each lien is on file with the school district. A copy of each lien shall be forwarded to the Office of Superintendent of Public Instruction.
3. Copy of either a permanent or temporary occupancy permit by building official of the jurisdiction.

Due as soon as available following acceptance of the project as complete by the school board:

- One copy each of the required releases for:
- Dept. of Revenue (chapter 60.28 RCW)
 - Employment Security Dept. (RCW 50.24.050 & 130)
 - Dept. of Labor and Industries

Date: _____

Authorized Signature: _____

Complete and return with transmittals to:

Roen Esmond
 Office of Superintendent of Public Instruction
 PO Box 47200
 Olympia WA 98504-7200
 Fax (360) 725-6240