

DIVISION 4 – REFERENCE FORMS

4.06 VERIFIED REPORT, FORM G

**State Leased Buildings and Facilities
Verified Report - Form G**

The Architect having general responsible charge of the work of construction on the plans and specifications, is responsible for the submission of this report to the Department of General Services / Real Estate Services Division, Planner (DGS/RES D) prior to the state tenant taking occupancy.

RES D Project Info:	Agency: EMPLOYEE DEVELOPMENT DEPARTMENT	RES D Project # XXXXXX
	Project Type (Scope of Work): OFFICE QUARTERS	Date: 05/21/20XX
	RES D Planner: JANE SMITH	Phone: 916-375-XXXX Fax:916-375-XXXX

Facility Info:	Building Name: RIVER PARK	Hours of Operation: 6:00AM-7:00PM
	Address: 123 RIVER PARK DRIVE	Suite: 100
	City: RIVER CITY	Zip:12345
	Lessor Contact: JOHN SMITH	Phone: 310-456-XXXX Fax:310-456-XXXX

Contractor:	Company Name: ABC BUILDERS, LLC	License # XXXX	Phone:310-456-XXXX
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This report includes all construction work through the date of: MAY month 29 day 20XX year

Exterior Work	% Compliant	Interior Work	% Compliant
		Accessible Main Entrance	100
Parking & Accessible Stalls	100	Doors & Gates	100
Walks & Sidewalks	100	Information / Reception Counter	100
Curb Ramps	100	Elevators / Ramps / Lifts	100
Stairways	100	Sanitary Facilities / Sinks / Drinking Fountains	100
Ramps & Landings	100	Stairwells / Exits	100
Accessible Main Entrance	100	Conference / Meeting / Assembly Rooms	100
Wayfinding & Signage	100	Wayfinding & Signage	100
		Fire Alarms	100
Total Project Percentage of Completion			100

*All items required to be 100% complete unless Hardship approved by DSA or Mitigation Plan outlined in lease.

List work and % to be completed (attach additional pages as necessary):

I declare under penalty of perjury that I have read the above report and know the contents thereof; that all of the above statements are true and that I know of my own personal knowledge that the work during the period covered by the report has been performed and materials used and installed, and in every material respect are in compliance with the duly approved plans and specifications therefore.

Architect:	Signature: 	Date: 05/29/20XX
	Name: JOHN ARCHITECT	Architect # XXXXX
	Company / Firm: JOHN ARCHITECT INC.	Phone:310-456-XXXX
	Address: 123 PEACH STREET, LOS ANGELES, CA 90210	Fax: 310-456-XXXX

Submit completed forms to location indicated below:

DGS/RES D Attn: Planner	Real Estate Services Division 707 Third Street, Suite 5-305 West Sacramento, CA 95605
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