附件1

施工单位建设工程结算送审资料清单

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **工程名称** | |  | | | | | | | | **开、竣工日期** | | |  | |
| **合同编号** | |  | | **合同价** | |  | | | | **送审金额** | | |  | |
| **施工单位** | |  | | | **施工单位联系人** | | | |  | | **联系电话** | |  | |
| **送 审 资 料** | | | | | | | | | | | | | | |
| **序号** | **资料名称** | | | | | | | **原件页数** | | **复印件页数** | | **备注（对仅有复印件的材料写明原件存放处）** | | |
| 1 | 招投标文件（包括招标文件、招标清单、投标文件、中标通知书等） | | | | | | |  | |  | |  | | |
| 2 | 工程施工合同及补充协议 | | | | | | |  | |  | |  | | |
| 3 | 经批准的开工报告、工期延期联系单 | | | | | | |  | |  | |  | | |
| 4 | 隐蔽工程验收资料 | | | | | | |  | |  | |  | | |
| 5 | 工程节点、变更造价报审单 | | | | | | |  | |  | |  | | |
| 6 | 施工单位绘制、监理、建设单位签署的工程竣工图纸 | | | | | | |  | |  | |  | | |
| 7 | 设备采购、材料采购合同，暂估价材料（设备）等核价单，业主认可的材料价格明细资料 | | | | | | |  | |  | |  | | |
| 8 | 文明施工证明单(原件)施工单位取费手册 | | | | | | |  | |  | |  | | |
| 9 | 设计变更、施工变更通知书、现场签证单  及有关会议纪要 | | | | | | |  | |  | |  | | |
| 10 | 报审的工程结算书、工程量计算书  (两份/报送单位盖章) | | | | | | |  | |  | |  | | |
| 11 | 经审定的施工组织设计或施工方案 | | | | | | |  | |  | |  | | |
| 12 | 工程竣工验收报告书 | | | | | | |  | |  | |  | | |
| 13 | 原始地貌标高抄测记录及地勘报告 | | | | | | |  | |  | |  | | |
| 14 | 钢筋抽样单 | | | | | | |  | |  | |  | | |
| 15 | 施工合同及招标清单中未完成或甩项的项目清单 | | | | | | |  | |  | |  | | |
| 16 | 投标书、承包人编制的结算书电子版（软件格式） | | | | | | |  | |  | |  | | |
| 17 | 需提供的其他材料 | | | | | | |  | |  | |  | | |
| 送审单位（部门）声明：我单位已对该工程结算资料进行了审核，相关资料真实完整。 | | | | | | | | | | | | | | |
| 送审单位（施工单位）  负责人签字、盖章 | | |  | | | | 送审人签字 | | |  | | 送审时间 | |  |
| 管理部门接收人签字 | | |  | | | | 接收时间 | | |  | | | | |