

# Project Closeout Checklist

Project name: \_\_\_\_\_

Owner: \_\_\_\_\_

Project number: \_\_\_\_\_

No.	Description	Responsibility	Date complete
1	Punchlist completion		
2	Remove all temporary site facilities, trailers, etc.		
3	Collect all final invoices/billings: complete and deliver final billing		
4	Complete and collect all final lien waivers		
5	Final inspections/secure certificate of occupancy from code body		
6	Contact insurance carrier(s) – policy end		
7	Final cleaning – interior		
8	Final cleaning/rubbish removal – site		
9	Secure as-built drawings (from subcontractors)		
10	Secure operations & maintenance (O & M) manuals		
11	Secure all product warranties (*may be part of O & M)		
12	Systems start-up and customer employee training programs		
13	Supply customer with additional material and spare parts per spec		
14	Collect and transfer keys to owner prior to final keying		
15	Change over utility connections/fees (gas, electric, telephone, etc.)		
16	Reconcile change orders and retainages		
17	Request letter of recommendation from owner		
18	Prepare final owner's manual(s) per specification		
19	Complete final A/E affidavits and closeout documents		
20	Notice of completion/closeout documents from A/E		
21			
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# General Notes On Sample Project Closeout Checklist

**Clifford Lane**



**General Notes On Sample Project Closeout Checklist:**

## Adopting the Song of Term: An Mental Symphony within **General Notes On Sample Project Closeout Checklist**

In some sort of taken by screens and the ceaseless chatter of instantaneous conversation, the melodic elegance and psychological symphony produced by the published word frequently fade into the back ground, eclipsed by the constant sound and distractions that permeate our lives. But, nestled within the pages of **General Notes On Sample Project Closeout Checklist** a charming literary prize brimming with organic emotions, lies an immersive symphony waiting to be embraced. Crafted by a wonderful musician of language, that captivating masterpiece conducts readers on an emotional journey, well unraveling the hidden songs and profound affect resonating within each cautiously crafted phrase. Within the depths of the touching analysis, we shall examine the book is key harmonies, analyze its enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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