

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 | | |
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General Notes On Sample Project Closeout Checklist

**The Construction Specifications
Institute**



General Notes On Sample Project Closeout Checklist:

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