

# 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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27			

# General Notes On Sample Project Closeout Checklist

**Judd E. Hollander**



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## **Table of Contents General Notes On Sample Project Closeout Checklist**

1. Understanding the eBook General Notes On Sample Project Closeout Checklist
  - The Rise of Digital Reading General Notes On Sample Project Closeout Checklist
  - Advantages of eBooks Over Traditional Books
2. Identifying General Notes On Sample Project Closeout Checklist
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an General Notes On Sample Project Closeout Checklist
  - User-Friendly Interface
4. Exploring eBook Recommendations from General Notes On Sample Project Closeout Checklist
  - Personalized Recommendations
  - General Notes On Sample Project Closeout Checklist User Reviews and Ratings

- General Notes On Sample Project Closeout Checklist and Bestseller Lists
- 5. Accessing General Notes On Sample Project Closeout Checklist Free and Paid eBooks
  - General Notes On Sample Project Closeout Checklist Public Domain eBooks
  - General Notes On Sample Project Closeout Checklist eBook Subscription Services
  - General Notes On Sample Project Closeout Checklist Budget-Friendly Options
- 6. Navigating General Notes On Sample Project Closeout Checklist eBook Formats
  - ePub, PDF, MOBI, and More
  - General Notes On Sample Project Closeout Checklist Compatibility with Devices
  - General Notes On Sample Project Closeout Checklist Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of General Notes On Sample Project Closeout Checklist
  - Highlighting and Note-Taking General Notes On Sample Project Closeout Checklist
  - Interactive Elements General Notes On Sample Project Closeout Checklist
- 8. Staying Engaged with General Notes On Sample Project Closeout Checklist
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers General Notes On Sample Project Closeout Checklist
- 9. Balancing eBooks and Physical Books General Notes On Sample Project Closeout Checklist
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection General Notes On Sample Project Closeout Checklist
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine General Notes On Sample Project Closeout Checklist
  - Setting Reading Goals General Notes On Sample Project Closeout Checklist
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of General Notes On Sample Project Closeout Checklist
  - Fact-Checking eBook Content of General Notes On Sample Project Closeout Checklist
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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