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| 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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FILE: CLOSLIST