

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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