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| Project Closeout Checklist |
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| 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