

PROJECT CLOSE-OUT CHECKLIST

No.	Description	Responsibility	Date Complete
1	Punch List Completion		
2	Remove all temporary site facilities, trailers, etc.		
3	Collect all final invoices/billings		
4	Collect all final lien waivers		
5	Final inspections		
6	Secure certificate of occupancy from Building Department		
7	Contact insurance carrier(s) – policy end		
8	Final cleaning – interior		
9	Final cleaning/rubbish removal – site		
10	Secure as-built drawings (from subcontractors)		
11	Secure operations & maintenance (O & M) manuals		
12	Secure HVAC balancing report		
13	Secure all product warranties (*may be part of O & M)		
14	Systems start-up and customer employee training programs		
15	Supply customer with additional material and spare parts per spec		
16	Collect all keys		
17	Change over utility connections/fees (gas, electric, telephone, etc.)		
18	Reconcile change orders and retainages		
19	Request letter of recommendation from owner		
20	Collect all Furniture, Fixture and Equipment owner's manual(s)		
21	Complete final A/E affidavits and closeout documents		
22	Notice of completion/closeout documents from A/E		

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