

Commercial Project Closeout Checklist

Project Name:	Project Number:
Location:	Date:
Project Manager:	Client:

Closeout Documents

Item	Status	Comments
As-Built Drawings		
Operation & Maintenance Manuals		
Warranties & Guarantees		
Test Reports (e.g. commissioning)		
Permits & Inspection Certificates		
Final Change Orders		
Lien Releases		
Final Contract Invoice		

Project Completion

Item	Status	Comments
Site Walkthrough & Punch List Completed		
Punch List Items Resolved		
Owner Training Conducted		
Keys, Passcodes, & Access Devices Delivered		
Utility Accounts Transferred		
Final Cleaning		

Additional Notes