

Commercial Construction Project Completion Document

Project Information

Project Name	
Project Address	
Contract Number	
Owner / Client	
Contractor	
Date of Commencement	
Date of Completion	

Project Description

Final Inspection Summary

1. Date of Final Inspection: _____
2. Final Walk-Through Conducted By: _____
3. Items Noted During Inspection:

Outstanding Items (Punch List)

#	Description	Status	Date Completed
1			
2			

Attachments

- As-Built Drawings
- Warranties & Guarantees
- Operation & Maintenance Manuals
- Inspection Certificates
- Other Documents:

Certification of Completion

I hereby certify that the above-referenced project has been completed in accordance with the construction contract documents and all applicable codes and regulations.

Contractor Name & Title

Date

Owner / Client Name & Title

Date
