

Contractor Project Close-Out Document

Project Name

Project Number

Location

Contractor Name

Owner/Client

Date of Substantial Completion

Date of Close-Out Submission

1. Project Overview

Scope of Work:

Summary of Activities:

2. Deliverables Submitted

Deliverable	Date Submitted	Comments
As-built Drawings		
Operation & Maintenance Manuals		
Warranty Certificates		
Spare Parts List		
Training Documentation		

3. Outstanding Items / Punch List

Item Description	Responsible Party	Status

4. Project Issues & Lessons Learned

5. Final Acceptance

Date of Final Inspection: **Approved By (Owner/Client):**

Contractor Representative

Date: _____

Owner/Client Representative

Date: _____