

Project Closeout Checklist

Project Name	<input type="text"/>		
Date of Closeout	<input type="text"/>	Project Manager's Name	<input type="text"/>

INSTRUCTIONS:
This checklist is designed to help you manage the closeout process for a construction project. Carefully review each item and mark the corresponding checkbox to indicate completion. Use the "Notes" section to provide additional details, necessary improvements, and any required follow-up.

FINAL INSPECTIONS AND APPROVALS

Obtain final inspections and approvals from relevant authorities.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Ensure all necessary permits are closed out.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

DOCUMENTATION AND RECORDS

Gather and organize all project documentation and records.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Compile as-built drawings and specifications.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Prepare operation and maintenance manuals.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

SUBCONTRACTORS AND VENDORS

Confirm completion of work by subcontractors and vendors.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Address any outstanding issues or disputes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Obtain final lien waivers and releases.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

PUNCH LIST ITEMS

Address all items on the punch list and obtain sign-offs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Ensure completed tasks meet quality standards.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

FINAL CLEAN-UP

Complete a thorough clean-up of the construction site.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Dispose of debris, materials, and waste properly.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

SAFETY AND TRAINING

Ensure that all safety protocols are in place and followed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Conduct final safety training and meetings.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Confirm that employees and subcontractors are aware of safety requirements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

EQUIPMENT AND TOOLS

Return rented or borrowed equipment and tools.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Ensure owned equipment is properly stored and maintained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

PROJECT FINANCIALS

Finalize all financial transactions, invoices, and payments.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Address any outstanding financial matters.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

CLIENT HANDOVER

Conduct a walkthrough with the client to ensure satisfaction.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Provide any necessary training on systems or equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Obtain client's final sign-off and approval.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

WARRANTY AND MAINTENANCE

Provide warranty information and documentation to the client.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Ensure the client understands maintenance requirements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

PROJECT DEBRIEF

Conduct a project debrief with the team to discuss lessons learned.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Identify successes and areas for improvement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

FINAL REPORTING

Prepare a project closeout report.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Document any outstanding issues or open items.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

ARCHIVE AND STORAGE

Organize and store project documentation and records.

☐ Yes ☐ No ☐ NA

Ensure accessibility for future reference.

☐ Yes ☐ No ☐ NA

NOTES

[Insert any additional notes, observations, or details relevant to the project closeout.]

STATEMENT OF CLOSEOUT

I hereby certify that I have reviewed and completed the above Construction Project Closeout checklist. The project has been assessed for compliance with closeout requirements, and any identified outstanding items have been documented.

Project Manager's Signature

Date