# Construction Closeout Checklist

A construction closeout checklist for closing out a project completely and correctly.

## Final inspections and acceptance

- [ ] Confirm all code-required inspections have passed.
- [ ] Verify the punch list is fully completed.
- [ ] Obtain the certificate of substantial completion.
- [ ] Secure the certificate of occupancy.
- [ ] Complete the final owner walkthrough.
- [ ] Obtain written acceptance of the work.

## As-built and project documentation

- [ ] Collect as-built drawings with all field changes.
- [ ] Compile final approved submittals and shop drawings.
- [ ] Assemble inspection, test and commissioning reports.
- [ ] Gather permits and approval records.
- [ ] Organize the complete project document set.
- [ ] Deliver documentation to the owner.

## Warranties and O&M manuals

- [ ] Collect all manufacturer and contractor warranties.
- [ ] Compile operation and maintenance (O&M) manuals.
- [ ] Document warranty start dates and durations.
- [ ] List maintenance schedules and requirements.
- [ ] Provide spare parts, keys and extra materials.
- [ ] Confirm warranty contact and claim procedures.

## Financial closeout

- [ ] Reconcile all change orders.
- [ ] Finalize the contract sum and final invoice.
- [ ] Collect lien waivers from subcontractors and suppliers.
- [ ] Process the final payment application.
- [ ] Release retainage per the contract terms.
- [ ] Close out purchase orders and accounts.
  Confirm all lien waivers are collected before releasing final payment.

## Systems and owner training

- [ ] Train the owner's staff on building systems.
- [ ] Demonstrate equipment operation and maintenance.
- [ ] Hand over access credentials and codes.

- [ ] Provide emergency and shutdown procedures.
- [ ] Confirm service contracts are in place if required.
- [ ] Document training delivered and attendees.

### Lessons learned and archive

- [ ] Hold a project review with the team.
- [ ] Document what went well and what to improve.
- [ ] Capture cost and schedule performance data.
- [ ] Record subcontractor and supplier performance.
- [ ] Update estimating and planning templates.
- [ ] Archive the complete project file.