

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.