Post-Construction Checklist

A post-construction checklist for finishing the work after the build is complete.

Final cleaning

- [ ] Remove all construction debris and waste.
- [ ] Clean floors, surfaces and fixtures throughout.
- [ ] Wash interior and exterior windows.
- [ ] Wipe down cabinets, counters and millwork.
- [ ] Clean and test plumbing fixtures and appliances.
- [ ] Remove labels, protective film and packaging.

Final inspections

- [ ] Schedule and pass all code-required final inspections.
- [ ] Confirm the certificate of occupancy is obtained.
- [ ] Conduct an internal quality walkthrough.
- [ ] Verify accessibility and life-safety compliance.
- [ ] Check fire protection and alarm systems.
- [ ] Document inspection results and approvals.
  Occupancy approval depends on your authority having jurisdiction; confirm requirements early.

Systems testing and commissioning

- [ ] Test and balance HVAC systems.
- [ ] Verify electrical systems and emergency power.
- [ ] Confirm plumbing operates without leaks.
- [ ] Test controls, automation and building systems.
- [ ] Verify fire and life-safety systems function.
- [ ] Record commissioning results and settings.

Documentation

- [ ] Collect as-built drawings and updated plans.
- [ ] Gather warranties for systems and materials.
- [ ] Compile operation and maintenance (O&M) manuals.
- [ ] Assemble inspection and test reports.
- [ ] Collect product data sheets and certifications.
- [ ] Organize permits and approval records.

Deficiency review

- [ ] Walk the building and create the final punch list.
- [ ] Prioritize deficiencies by impact and urgency.
- [ ] Assign each item to the responsible trade.

- [ ] Track corrections to completion.
- [ ] Re-inspect resolved items.
- [ ] Document sign-off on completed deficiencies.

Handover preparation

- [ ] Prepare keys, access cards and codes.
- [ ] Schedule the owner walkthrough.
- [ ] Plan systems and equipment training for the owner.
- [ ] Assemble the closeout and warranty package.
- [ ] Confirm outstanding items and timelines.
- [ ] Prepare the final account and payment documents.