

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.