

# Project Closeout Checklist

Project name: \_\_\_\_\_

Owner: \_\_\_\_\_

Project number: \_\_\_\_\_

No.	Description	Responsibility	Date complete
1	Punchlist completion		
2	Remove all temporary site facilities, trailers, etc.		
3	Collect all final invoices/billings: complete and deliver final billing		
4	Complete and collect all final lien waivers		
5	Final inspections/secure certificate of occupancy from code body		
6	Contact insurance carrier(s) – policy end		
7	Final cleaning – interior		
8	Final cleaning/rubbish removal – site		
9	Secure as-built drawings (from subcontractors)		
10	Secure operations & maintenance (O & M) manuals		
11	Secure all product warranties (*may be part of O & M)		
12	Systems start-up and customer employee training programs		
13	Supply customer with additional material and spare parts per spec		
14	Collect and transfer keys to owner prior to final keying		
15	Change over utility connections/fees (gas, electric, telephone, etc.)		
16	Reconcile change orders and retainages		
17	Request letter of recommendation from owner		
18	Prepare final owner's manual(s) per specification		
19	Complete final A/E affidavits and closeout documents		
20	Notice of completion/closeout documents from A/E		
21			
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27			

# General Notes On Sample Project Closeout Checklist

**The Construction Specifications  
Institute**



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Data Center Handbook Hwaiyu Geng,2014-12-01 Provides the fundamentals technologies and best practices in designing constructing and managing mission critical energy efficient data centers Organizations in need of high speed connectivity and nonstop systems operations depend upon data centers for a range of deployment solutions A data center is a facility used to house computer systems and associated components such as telecommunications and storage systems It generally includes multiple power sources redundant data communications connections environmental controls e g air conditioning fire suppression and security devices With contributions from an international list of experts The Data Center Handbook instructs readers to Prepare strategic plan that includes location plan site selection roadmap and capacity planning Design and build green data centers with mission critical and energy efficient infrastructure Apply best practices to reduce energy consumption and carbon emissions Apply IT technologies such as cloud and virtualization Manage data centers in order to sustain operations with minimum costs Prepare and practice disaster recovery and business continuity plan The book imparts essential knowledge needed to implement data center design and construction apply IT technologies and continually improve data center operations

*Project Management ToolBox* Russ J. Martinelli,Dragan Z. Milosevic,2016-01-05 Boost your performance with improved project management tactics Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool s purpose and intention development customization and variations and benefits and disadvantages Additionally examples tips and milestone checks guide you through the application of these tools helping you practically apply the information you learn Effective project management can support a company in increasing market share improving the quality of products and enhancing customer service With so many aspects of project management changing as the business world continues to evolve it is critical that you stay up to date on the latest topics in this field Explore emerging topics within the world of project management keeping up to date on the latest most relevant subject areas Leverage templates exercises and PowerPoint presentations to enhance your project management skills Discuss tips reporting implementation documentation and other essentials of the project management field Consider how project management fits into various industries including technology construction healthcare and product development Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition is an essential resource for experienced project managers and project management students alike

**The Architect's Handbook of Professional Practice** Joseph A. Demkin,American Institute of Architects,2008-03-24 This updated resource covers all

aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket **Estimating Building Costs for the Residential and Light Commercial**

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The Construction Specifications Institute,2004-09-16 The authoritative resource for the organization preparation use and interpretation of construction documents encompassing the entire life cycle of a facility This new edition considers the need for interdependent processes of design construction and facility use The Fifth Edition expands the scope of the manual to meet the requirements of all participants involved in a construction project in a stage by stage progression including owners A Es design builders contractors construction managers product representatives financial institutions regulatory authorities attorneys and facility managers It promotes a team model for successful implementation **Project Resource Manual The CSI Manual of Practice 5/E (EBOOK)** The Construction Specifications Institute,2004-10-07 This is the leading reference on the organization preparation and use of construction information and the only one to cover the construction process from planning and design to construction administration It details the basic practices involved in project delivery systems cost estimating construction documents and code appliance This new edition expands that scope to include information on project conception and project representation This material combined with a

full complement of documents contracts and forms makes this the single most comprehensive practice reference in the construction industry *NCARB Test Guide* National Council of Architectural Registration Boards,1975 Construction Operations Manual of Policies and Procedures Andrew M. Civitello,1994 Word for word procedure for total control over all operations in the office and out in the field so that your construction business virtually runs itself Table of Contents Company Organization and Quality Assurance Program Administration Contracts Interpretation and Performance Site Superintendence Subcontract Management and Administration Progress Schedules and Funds Analysis Accounting and Cost Control Changes and Claims Estimating and Bidding Purchasing Project Safety and Loss Control Bonding and Insurance Human Resources Illustrations Index The Architect's Responsibilities in the Project Delivery Process H. L. Murvin,1989 *Masterformat Construction Specifications Institute*,1978 *Kajima Construction Services, Inc. V. St. Paul Fire and Marine Company* ,2006

**Science and Technology Annual Reference Review** ,1990 *The Building Professional's Guide to Contract Documents* Waller S. Poage,1990 Latest changes to AIA prototype contracts Updates on industry documentation Covers all aspects of construction documentation Overview of the primary product of the design professional contract documents Full discussion of professional roles Owner designer and contractor liability **Construction Specifications** William T. Lohmann,1992 A systematic approach to the review of project documents from outline specification through the complete project manual is presented in this book It contains explanatory text and detailed checklists based on industry standards to aid specifiers engineers specialty consultants and designers The book is designed to be used as a reference book to provide descriptions of legal requirements and administrative procedures in order to avoid the costly disputes that can arise during construction **Project Management in Practice** Jack R. Meredith,Scott M. Shafer,2020-09-01 Project Management in Practice 7th Edition presents an applied approach to the essential tools strategies and techniques students must understand to achieve success in their future careers Emphasizing the technical aspects of the project management life cycle this popular textbook offers streamlined student friendly coverage of project activity risk planning budgeting and scheduling resource allocation project monitoring evaluating and closing the project and more Providing new and updated content throughout the seventh edition s concise pedagogy and hands on focus is ideally suited for use in one semester courses or modules on project management Clear and precise chapters describe fundamental project management concepts while addressing the skills real world project managers must possess to meet the strategic goals of their organizations Integrated throughout the text are comprehensive cases that build upon the material from previous chapters complemented by wealth of illustrative examples tables and figures review questions and discussion topics designed to reinforce key information

*Planning, Performing, and Controlling Projects* Robert Brownell Angus,Norman A. Gundersen,1997 This text explores theory and practice in the design and management of technically oriented projects It outlines a four phase systematic approach and examines its implementation in a real world case study The four phases are the conception phase the study

phase the design phase and the implementation phase For each phase the book considers purpose and goal activities  
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