

# Ultimate Project Closeout Checklist

- Punch list completion
- Complete as-builts
- Change Order completion
- Attic-stock materials handover
- LEED Documentation/Submission
- FFE installation
- Building System Testing
- Removal of temporary equipment and facilities
- Final inspection and occupancy
- Final cleaning interior
- Final cleaning exterior
- Trash removal
- Relay warranty, manual and training materials
- Fulfill any training requirements
- Create customer package with manuals, maintenance, and other details
- Reconcile financials
- Walk through with owner for final approval
- Change over utilities as needed
- Risk Assessment Walkthrough
- Subcontractor review and release
- Team review and release
- Follow up documents for future projects
- Thank yous and celebration for everyone involved with the project