

Renewable Energy Project Closeout Checklist

Project Information

Project Name
Location
Project Manager
Completion Date
Client/Stakeholder

Checklist

Task	Completed	Notes
All contractual deliverables submitted		
Final inspections and testing completed		
Commissioning documents provided		
Regulatory and permit closeout		
Operation & maintenance manuals delivered		
Training provided to client/staff		
Final project reporting		
Warranty and support details shared		
Financial closeout (final invoices, payments)		

Outstanding Items

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Approvals & Sign-Off

Name	Role	Signature	Date