

Construction Project Closeout Checklist (Engineering)

Project Information

Project Name

Project Number

Location

Date

Project Manager

Administrative Closeout

- ☐ Final completion certificate received
- ☐ All contract documents finalized and archived
- ☐ Permits closed out with authorities
- ☐ All RFIs and change orders addressed

Engineering Documentation

- ☐ As-built drawings submitted and reviewed
- ☐ Operation and maintenance manuals submitted
- ☐ Warranty documents received
- ☐ Testing, commissioning and start-up reports completed

Financial Closeout

- ☐ Final payment processed
- ☐ Lien waivers/release of claims secured
- ☐ All invoices reviewed and paid

Punch List & Deficiencies

- ☐ Punch list issued and addressed
- ☐ All deficiencies corrected and verified

Client Handover

- ☐ Client walk-through completed
- ☐ Project key handover complete
- ☐ Training on systems provided to client

Notes