

Contractor Closeout Checklist

Date: _____

Contractor Name: _____

Project Name: _____

Project Address: _____

Closeout Checklist Items

- 1. Final Inspection Completed
- 2. All Punch List Items Resolved
- 3. As-Built Drawings Submitted
- 4. Operation and Maintenance Manuals Provided
- 5. Warranty Information Submitted
- 6. Final Change Orders Processed
- 7. Release of Liens Acquired
- 8. Final Payment Request Submitted
- 9. Site Cleaned and Restored
- 10. Final Owner Sign-Off Obtained

Signature

Contractor Representative: _____

Signature: _____

Date: _____

Owner/Client Representative: _____

Signature: _____

Date: _____