

# Project Closeout Checklist

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

## Closeout Checklist Items

- Submit final invoice
- Complete all punch list items
- Provide warranties and guarantees
- Submit as-built drawings
- Transfer permits and licenses
- Complete final site cleanup
- Ensure all subcontractor final payments are made
- Document all change orders
- Conduct final walkthrough with owner
- Obtain client sign-off on project completion

## Signatures

Contractor Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Client Representative: \_\_\_\_\_

Date: \_\_\_\_\_