# PROJECT CLOSEOUT CHECKLIST

## SUBCONTRACTOR SUBMITTALS
1. Each subcontractor has delivered as required:
   a. As-built drawings
   b. Guarantees and warranties
   c. Inspection certificates
   d. Material / installation certifications
   e. Operating and maintenance manuals
   f. Operating instruction to owner personnel performed
   g. General releases
   h. Lien waivers
   i. Other
   j. Other

## FINAL SUBMITTALS TO THE OWNER
1. As-built plans and specifications
2. Guarantee(s), transfer of subcontractors’ guarantees
3. Transfer of all certifications, releases, lien waivers, operating and maintenance manuals
4. Other
5. Other

## FINAL COMPLETION OF THE WORK
1. Certificate(s) of occupancy received
2. Punch list confirmed to be complete
3. Final / finish cleanup performed
4. Demobilization of all field facilities and equipment complete
5. Termination of temporary services complete:
   a. Heat, light, power, and telephone
   b. Fire, police, guard service
   c. Insurance
   d. Office equipment and furnishings
6. Owner / architect certificates of completion received
7. Other
8. Other

## BILLINGS, CHARGES, AND PAYMENTS
1. All owner-acknowledged change orders submitted and approved
2. All subcontractor changes and adjustments processed
3. Steps taken toward resolution of outstanding subcontractor claims
4. Steps taken toward resolution of outstanding claims to the owner
5. All subcontractor backcharges finalized
6. Final billings received from all subcontractors and suppliers in acceptable form
7. Final billing including retainage release submitted

## REVIEW THE CONTRACT, SUBCONTRACT OR PURCHASE ORDER, SPECIFICATIONS, AND COMPANY PROCEDURE TO DETERMINE ANY ADDITIONAL REQUIREMENTS. LIST BELOW:

1. 
2. 
3. 
4. 
5. 

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