

BUILDINGWRENCH

PROJECT CLOSEOUT CHECKLIST

Collect the records and handoff items facility teams need after a project.

CLOSEOUT ITEMS

Item	Received / complete	Location / link / notes
Final punch list closed	☐ Y ☐ N	
As-built drawings / record drawings	☐ Y ☐ N ☐ N/A	
O&M; manuals	☐ Y ☐ N ☐ N/A	
Warranties	☐ Y ☐ N ☐ N/A	
Startup / test / commissioning records	☐ Y ☐ N ☐ N/A	
Training completed	☐ Y ☐ N ☐ N/A	
Spare parts / attic stock / keys	☐ Y ☐ N ☐ N/A	
Asset records / model / serial updated	☐ Y ☐ N	
PM tasks created / updated	☐ Y ☐ N	
Controls / passwords / access transferred	☐ Y ☐ N ☐ N/A	
Final permits / approvals / certificates	☐ Y ☐ N ☐ N/A	
Final invoice / retention status documented	☐ Y ☐ N	

ACCEPTANCE

Facility representative	Date	Outstanding item owner	Final follow-up date
_____	_____	_____	_____

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