

PROJECT CLOSEOUT CHECKLIST

Project Name: _____

Project Number: _____

Project Manager: _____

Date: _____

	APPLICABLE		DATE
	YES	NO	COMPLETED
Red Zone Meeting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inspections/Walk-through by CE Shops	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final Inspection and punch list items	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final Inspection Letter	<input type="checkbox"/>	<input type="checkbox"/>	_____
AF Form 66 – All items submitted and accepted	<input type="checkbox"/>	<input type="checkbox"/>	_____
Receipt for extra stock materials	<input type="checkbox"/>	<input type="checkbox"/>	_____
Operation and Maintenance Manuals	<input type="checkbox"/>	<input type="checkbox"/>	_____
Guarantees and Extended Warranties	<input type="checkbox"/>	<input type="checkbox"/>	_____
Training for CE personnel on all new equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Acceptance testing/certificates:			
Fire Alarms and Mass Notification Systems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Security Alarm Systems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Service Inspection Certification for Public Water System (PWS)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Copper and Lead Test	<input type="checkbox"/>	<input type="checkbox"/>	_____
Contractor’s Material and Test Certificate for Aboveground Piping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemical Treatment for Mechanical Systems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pressure Test for Gas Line Systems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water Quality Tests by Bioenvironmental	<input type="checkbox"/>	<input type="checkbox"/>	_____
Backflow Prevention Assembly Test for Fire Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Backflow Prevention Assembly Test for Irrigation System	<input type="checkbox"/>	<input type="checkbox"/>	_____
Backflow Prevention Assembly Test for Boiler	<input type="checkbox"/>	<input type="checkbox"/>	_____
DD Form 1354 Checklist and DOD Form 1354 for Real Property	<input type="checkbox"/>	<input type="checkbox"/>	_____
Notification of Termination (NOT) – Storm Water	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hazardous Wastes Disposal Records	<input type="checkbox"/>	<input type="checkbox"/>	_____

	APPLICABLE		DATE
	YES	NO	COMPLETED
Contractors Environmental Reporting Entry	<input type="checkbox"/>	<input type="checkbox"/>	_____
All Environmental Emissions Reports	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final Inspection Punch List Cleared	<input type="checkbox"/>	<input type="checkbox"/>	_____
Certificate of Substantial Completion	<input type="checkbox"/>	<input type="checkbox"/>	_____
BOD acceptance letter	<input type="checkbox"/>	<input type="checkbox"/>	_____
As-Built Drawings – (1) Electronic & (1) Set Hardcopy	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final Acceptance Letter to Contracting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final CE Closeout Letter	<input type="checkbox"/>	<input type="checkbox"/>	_____
Performance Evaluations for Vendors & Subs	<input type="checkbox"/>	<input type="checkbox"/>	_____