

## Project Closeout

There are many important actions that must take place to properly close out a construction project. **Figure 4, Project Close-Out Checklist**, offers a quick reference.

**Section 12.1** of the [Construction Project Administration Manual \(CPAM\)](#) discusses final inspection and acceptance procedures.

Figure 4  
**Project Close-Out Checklist**

- A thorough research of the contract and Standard Specifications to identify all of the documentation required from the contractor and ensure that all are submitted and accepted**
- Submittal, review and acceptance of the final estimate**
- Final payment to the contractor**
- Identification of potential claims**
- Preparation of as-built plans**
- Final acceptance letter**
- Final contractor grades**
- Preparation of the files for storage**
- Submittal of final invoice by the CEI**
- Submittal of final grades for the CEI**