

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

