

# Construction Closeout Checklist

PunchOutPro

punchoutpro.app

6 Phases | 80+ Line Items | Pre-Closeout Through Owner Signoff

Project: \_\_\_\_\_

Date: \_\_\_\_\_

GC / PM: \_\_\_\_\_

Target SC Date: \_\_\_\_\_

## 1 Pre-Closeout Documentation

4-6 weeks before substantial completion

Suggested Owner: Project Manager

Assigned To: \_\_\_\_\_

- Collect subcontractor warranties and guarantees
- Compile as-built drawings from all trades
- Gather O&M manuals for all installed systems
- Verify all equipment start-up reports are complete
- Confirm attic stock / spare parts inventory
- Submit final submittal log to architect
- Confirm all RFIs are closed
- Verify all change orders are executed and documented
- Compile test and inspection reports
- Verify permit closeout documentation is in order
- Collect material certifications and test reports
- Organize project photo documentation by building/area

## 2 MEP Systems Verification

3-4 weeks before substantial completion

Suggested Owner: MEP Coordinator

Assigned To: \_\_\_\_\_

- Complete HVAC test and balance (TAB) reports
- Verify fire alarm system testing and certification
- Complete fire sprinkler hydrostatic test
- Test emergency generator under load
- Verify elevator inspection certificates
- Complete plumbing pressure tests
- Confirm electrical panel schedules match as-builts
- Test all life safety systems (emergency lighting, exit signs, smoke detectors)
- Verify BMS / building automation system programming

## Construction Closeout Checklist

PunchOutPro

Phase 2: MEP Systems Verification (continued)

- Test domestic hot water recirculation and temperatures
- Confirm gas piping pressure test documentation
- Verify telecom/data closet equipment and labeling
- Test intercom and access control systems

### 3 Punch List Walk & Resolution

2-4 weeks before substantial completion

Suggested Owner: Superintendent

Assigned To: \_\_\_\_\_

- Schedule initial punch walk with owner / architect
- Document all items with photos, location, and responsible trade
- Distribute punch items to subcontractors with clear deadlines
- Track completion and verify with before / after photos
- Schedule re-walks for unresolved items
- Confirm all common areas and exterior are punch-free
- Generate punch completion report with photo evidence
- Verify touch-up paint, caulking, and finish work
- Inspect all hardware, fixtures, and appliances
- Check flooring transitions, thresholds, and baseboards
- Verify window and door operation and hardware
- Inspect signage, unit numbers, and wayfinding
- Confirm landscape and hardscape punch items resolved

### 4 Subcontractor Closeout

2-3 weeks before substantial completion

Suggested Owner: Project Manager

Assigned To: \_\_\_\_\_

- Collect final lien waivers from all subcontractors
- Verify all subcontractor punch items are resolved
- Confirm subcontractor warranty start dates
- Collect consent of surety (if bonded)
- Process final pay applications
- Obtain subcontractor affidavits of payment (to their subs / suppliers)

## Construction Closeout Checklist

PunchOutPro

Phase 4: Subcontractor Closeout (continued)

- Verify all sub-tier supplier releases
- Collect certified payroll (if prevailing wage)
- Confirm all back-charges are settled
- Obtain subcontractor release and close-out letters

### 5 Regulatory & Compliance

1-2 weeks before substantial completion

Suggested Owner: Safety Lead / PM

Assigned To: \_\_\_\_\_

- Schedule final building inspection
- Obtain certificate of occupancy (or temporary CO)
- Verify ADA compliance walkthrough
- Confirm environmental compliance (if applicable)
- File notice of completion with local jurisdiction
- Verify all permits are closed
- Obtain fire department sign-off
- Confirm health department approvals (if applicable)
- Verify stormwater compliance and BMP removal
- Obtain utility acceptance letters (water, sewer, electric)

### 6 Owner Turnover & Final Signoff

At substantial completion and beyond

Suggested Owner: Project Manager

Assigned To: \_\_\_\_\_

- Conduct owner training on building systems (HVAC, fire, security)
- Deliver all O&M manuals, warranties, and as-builts
- Deliver all keys, access cards, and security codes
- Walk common areas and representative units with owner
- Obtain owner's signed substantial completion certificate
- Confirm retainage release schedule
- Deliver final project record documents
- Schedule 11-month warranty walkthrough date
- Transfer utility accounts to owner

# Construction Closeout Checklist

Phase 6: Owner Turnover & Final Signoff (continued)

- Deliver maintenance contracts and vendor contact list
- Provide spare parts inventory and storage locations
- Confirm final cleaning is complete and accepted

## Notes

---

---

---

---

---

---

---

---

---

---

**Phase 3 is where checklists hit their ceiling.**

Track punch items with photos, assignments, and real-time status at [punchoutpro.app](https://punchoutpro.app) | 14-day free trial