UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

FACILITIES PLANNING AND CONSTRUCTION

PROJECT CLOSEOUT CHECKLIST

Project Manager:			
Project Name:			
Project No.:		**Building No.:**	
Project Category:		**Project Square Feet:**	
Delivery Method:		**Construction Type:**	
OB TPC ($)		**TPC ($)**	
OB CCL ($)		**CCL ($)**	
GMP Bid Date:		**Contract SC Date:**	
SC Date:			

Step 7: Activation, Transition & Closeout				
	Yes	**No**	**N/A**	**Notes**
Turnover plan and schedule finalized				
Collection of O&M documents (i.e. Warranties, Care & Maintenance Manuals, As-Built, etc.)				
Conduct Customer Transition Meeting				
Punch list completed				
Schedule and document O&M training of user group maintenance staff				
Final inspections completed				
Final completion letter sent to Contractor				
Conduct warranty walk-thru (11 months later)				
Verify all claims have been resolved and paid				
Verify all construction contracts and purchase orders have been paid in full				
Verify all professional services amendments have been completed				
Verify with Plant Operations Archivist that Record Documents are readable				

Verify all professional services contracts have been paid in full				
Verify work has been completed by internal departments (UIT, Key Control, Shops, etc.) and billed in full				
Space Update Form has been completed and submitted to Facilities Information				
Verify with Business Services that Work Order has been closed				
Administrative Closeout Checklists Complete				
Fume hood and commissioning test results provided to EHS, in addition to Archivist for all Lab projects				

Project Manager:		**Date:**	
Space Inventory Manager:		**Date:**	
Archivist:		**Date:**	
Accepted By:		**Date:**	

Note: Closeout should begin 90 days prior to substantial completion, unless noted otherwise.

OB	TPC	CCL	SC	GMP
Original Budget	Total Project Cost	Construction Cost Limitation	Substantial Completion	Guaranteed Maximum Proposal