

Project Closeout Documents Checklist

<Project Name>

PM: <HMS Project Manager>
GC: <Contractor>

Arch: <Architect>
Date: <Date>



Documents	Included (X)	Date Received	Received by	Notes
01-As-Built / Record Drawings				
Final Approved As-Built - PDF & CAD (Full Set - All Trades - Marked as As-Built)				See Closeout instructions for CAD requirements
Architectural				
MEP				
Other				
Final Revit Model (per BIM Execution Plan if applicable)				
Drawing / Sketch / Scope - PDF & CAD (*Projects without Architect)				
02-Admin. Documents				
All warranties, certificates, permits and other general admin documents				
Transmittal / Index of files				
Contact List				
Project Directory				
Finish Schedule				
Construction Photographs				
All Permits; Building, etc.				
All Warranties / Guarantees				
Debarment Certification				
Certificate of Occupancy				
Certificate of Substantial Completion				
03-Operation and Maintenance Manuals				
Final O & M Manuals (indicate types in Notes column)				
04-Reports				
HazMat Reports				PM to upload to Haz-Mat List https://hu.sharepoint.com/sites/HMS-CPFFacilities-FMORequests2
Shop Drawings				
Commisioning Report				
Arc Flash Study				
Test and Balance Report				
Panel Directory				
Alarm Testing Verification				
Building Automation System / Controls Documentation				
Emergency Power Survey				
Fume Hood Certification				
All System Testing / Acceptance Reports				
05-Asset Information				
Final Equipment List				
Final Approved Submittals				
Assets Add/Delete Forms				
Please indicate other documents included not specified above				

Instructions: Mark with "X" all items included in Closeout Package - use the Note column to indicate any details needed per document.
To be completed by the **PDC Project Manager**
*Note there may be additional closeout requirements. Not all items listed will be applicable. This list is meant to be a guide and is not guaranteed to be all inclusive of the standards.
Project Closeout Documents are archived upon Final Reciept of all documents - *all closeout documents to be final version*