**Project Closeout Documentation - Check List**

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| --- | --- | --- | --- |
| **Title :** | | | |
| **Project Number :** | **Project Manager:** | **Project Leader:** | |
| **Deliverables** | **Transmittal Date** | **Forward To:** | |
| 1. **Performance Evaluation** |  |  | Project Leader  C.c.: Accounting Sector |
| * Scope Change...…................................................................. |  |
| * Budget.................................................................................... |  |
| * Schedule …............................................................................ |  |
| * Feedback from PRSPeers..................................................... |  |
| * Feedback from Leader…........................................................ |  |
| * Client Satisfaction (PM Meeting for PL/Client)….................... |  |
| * Contractors and Consultants Performance............................ |  |
| * Security…............................................................................... |  |
| 1. **Record Documents (Technical) PRS** |  | Jonathan Chiasson | |
| * Plans and Specifications (A/S/M/E) as per CAD Standards............................................................................... |  |
|  |
| * PDF Plans if CFI Project......................................................... |  |
| * Operation, Maintenance and Warranty Manuals.................... |  |
| * Shop Drawings (if not in manuals above)............................... |  |
| * Control Shop Drawings (if not in manuals above).................. |  |
| * Balancing Report (if not in manuals above)............................ |  |
| * Final Commissioning Report   (incl. training, excluding seasonal commissioning)……......... |  |
| * Building Automation System Graphics................................... |  |
| * Equipment Data Form (for Maximo)....................................... |  |
| * Designated Substances Documents (to EHSO)..................... |  | Guy Leblanc | |
| * Building Condition Impact Info Sheet (for VFA)...................... |  | Mario Jacob | |
| * Waste Handling Weight Bills (*as per section 01560 article 3.3 - Environmental Protection and Waste Reduction)*.......................... |  | Brigitte Morin | |
| 1. **Administrative Documentation** |  | Accounting Sector | |
| * Encumbrances Completion Verification/Validation................. |  |
| * Final Report Validation........................................................... |  |
| * Certificate of Substantial Performance................................... |  |
| * Occupancy Permit.................................................................. |  |
| * Project Closeout Modifier....................................................... |  |
| 1. **Handover Material:** |  | Operation Sector | |
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|  |  |  | |
| **Submitted by (PM):** | **Signature:** | **Date:** | |
| **Exceptions:** | | | |
|  | | | |
|  | | | |
| **Received and Accepted by (PL):** | **Signature:** | **Date:** | |