**Project Closeout Documentation - Check List**

|  |
| --- |
| **Title :**  |
| **Project Number :**  | **Project Manager:** | **Project Leader:**  |
| **Deliverables** | **Transmittal Date** | **Forward To:** |
| 1. **Performance Evaluation**
 |  |  | Project LeaderC.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 |
|  |  |  |
|  |  |  |
| **Submitted by (PM):** | **Signature:** | **Date:** |
| **Exceptions:** |
|  |
|  |
| **Received and Accepted by (PL):** | **Signature:** | **Date:** |