Closeout report

Gather what the owner needs when a job is handed over.

Project	
Site address	
Completion date	
Prepared by	
Handed over to	

Documents handed over

Document	Provided	Where to find it
As-built drawings	☐	
Operation and maintenance manuals	☐	
Warranties and guarantees	☐	
Test and commissioning results	☐	
Certificates and approvals	☐	
Keys, codes and access cards	☐	
Spare parts and materials	☐	
	☐	
	☐	
	☐	

Items still open

No.	Item	Who	Due

Warranty contacts

Company or trade	Contact	Phone or email	Warranty ends

Notes

How to use this template

- Start this list a few weeks before the job finishes.
- Mark each document as provided once the owner has a copy.
- List anything still open, with who will finish it and when.
- Give the owner the warranty contacts and where keys are kept.