Project Close-Out Checklist

Project Details
- ☐ Public name of project
- ☐ Location/street address of project
- ☐ Square feet
- ☐ Project vertical (education, healthcare, etc.)
- ☐ Project description
- ☐ Year completed
- ☐ Products used
- ☐ Other project details

Project People
- ☐ Who from your firm worked on the project
- ☐ Other contractors, sub-contractors, tradespeople who worked on the project
- ☐ Name of project owner
- ☐ Client testimonials or feedback

Project Visuals
- ☐ Drawings
- ☐ Construction photos
- ☐ Completed photos
- ☐ Permission from client to promote the project
- ☐ Photography permissions or licenses

Later
- ☐ Certifications obtained
- ☐ Awards received