

**CONTRACT CLOSEOUT  
CHECK LIST**

**Building Name:** \_\_\_\_\_ **Code:** \_\_\_\_\_

**Contractor / Vendor:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

ITEM	CHECK LIST FOR CONTRACT CLOSURE	JOB COMPLETED Yes / No / NA			COMMENTS
		Yes	No	N/A	
1.	Roofing Structure Repairs and Maintenance				
2.	Roof Painting Works				
3.	Guttering's, Downpipes & Drains				
4.	Eaves, Fascia Boards and Ceilings				
5.	General Painting Works Exterior				
6.	General Painting Works Interior				
7.	Doors and Locking Mechanisms				
8.	Windows and Frames				
9.	Tiles & Floor Finishes				
10.	Flooring				
11.	Walls, Partition and Ceilings				
12.	Walkways				
13.	Electrical				
14.	Insulation and Coverings				
15.	Plumbing & Water Leak fixtures				
16.	Fire alarms & Extinguishers				
17.	Signage's				
18.	Fixtures & Fittings				
19.	Mechanical/Hydraulics				
20.	All waste materials & rubbish has been disposed, Drains & External area is cleaned.				
21.	Building Engineers Certification Compliance				
22.	NFA Certifications				
23.	FEA Regulatory Certifications				
24.	Other Items				

\_\_\_\_\_  
**Contractor / Vendor**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**ESTATE & INFRASTRUCTURE  
University of the South Pacific**

\_\_\_\_\_  
**Date:**