**SAMPLE**

Contract Closeout Checklist

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| --- | --- | --- | --- |
|  | All deliveries made / All services performed |  | All legal actions settled |
|  | All inspections completed and accepted |  | Classified materials returned/accounted for |
|  | All testing reports received and analyzed |  | All security badges returned and accounted for |
|  | All discrepancies corrected and accepted |  | All keys returned and/or security codes changed |
|  | Every change order and amendment reconciled |  | Warranty documents received and inspected |
|  | All payment requests (invoices) reconciled |  | Contract acceptance/completion certificate signed and filed |
|  | All payments made (except final payment) |  | Debrief with contractor’s personnel/management |
|  | Budget reconciled |  | Debrief with client personnel |
|  | Cost-reimbursement audit completed (if required) |  | Final invoice submitted |
|  | Government furnished equipment/resources returned/accounted for |  | Final invoice paid |
|  | All subcontractor and material supplier releases received |  | Contractor performance evaluation completed by contract administrative team |
|  | Every engineering change request accounted for and reconciled |  | Contract document analysis completed and circulated |