

START EARLY · BEAT THE SCRAMBLE

PRE-CLOSEOUT PREPARATION.

A week-by-week countdown to substantial completion. Run these steps in order and you walk into the final inspection already organized — not chasing paperwork on the last day.

WHY START 4–6 WEEKS OUT

Closeout often falls apart when it's left for the final days. Starting early — about **4–6 weeks before substantial completion** — avoids the scramble and keeps everything on track.

↓ THE COUNTDOWN

6 WEEKS → COMPLETION DAY

6

WEEKS BEFORE

DOCUMENTS COLLECTION

SEND THE "URGENT" SUBCONTRACTOR EMAIL

- ☐ Begin gathering submittals, warranties & O&M manuals from your subcontractors.
- ☐ Chase sub paperwork — warranties and test reports — before it goes cold.

4

WEEKS BEFORE

SELF-INSPECTION

FIX YOUR ISSUES FIRST

- ☐ Internal pre-final inspection — walk the project yourself, room by room.
- ☐ Complete an internal punch list — fix what YOU find before anyone else does.

2

WEEKS BEFORE

SCHEDULE & FINALIZE

PROPOSE 2 DATES · G704 PREPPED

- ☐ Schedule final inspections — building department & fire marshal.
- ☐ Finalize closeout docs — lien waivers and as-builts.
- ☐ Request the substantial completion inspection from the architect / owner.

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WEEKS · NOW

WALKTHROUGH READY

CLOSEOUT PACKAGE ORGANIZED

- ☐ Prepare the closeout package — everything organized and ready to hand over.

YOU'RE READY FOR SUBSTANTIAL COMPLETION.

- The joint walkthrough and AIA G704 certificate come next — see the SitePack Substantial Completion guide.

BUILT FOR SITE. READY TO USE.

Educational pre-closeout checklist for US construction projects — for orientation, not legal advice. Always follow your contract documents.