Contract Closeout Checklist

Contract Closeout occurs when all obligations are met and all legal, administrative, and managerial tasks are executed.

This checklist helps the contract administrator verify all contract completion tasks have occurred.

|  |  |
| --- | --- |
| **CONTRACT REFERENCE:** | Click here to enter text. |

All contractual obligations are completed

All invoices, with the exception of the final, are submitted and paid

All testing reports are received and analyzed

All inspections are completed and accepted

Any government-furnished property is returned

The contractor has closed any subcontracts that may exist

Classified materials, security badges and keys are returned and are accounted for

All parties agree that no claims, issues, or unresolved matters exist on the contract

All required contract audits are completed

An out-brief with the contractor’s personnel and management has occurred

Contractor performance evaluation is completed

All warranties or other final deliverables are obtained

Punch list items are completed

Certificates of substantial completion or final completion are obtained

Other administrative or contractual requirements are met:

Click here to enter text.

Click here to enter text.

Click here to enter text.

**CONTRACT ADMINISTRATOR APPROVAL TO CLOSEOUT CONTRACT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Administrator Signature Date