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.

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**CONTRACT ADMINISTRATOR APPROVAL TO CLOSEOUT CONTRACT**

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Contract Administrator Signature Date