# WARRANTY & CLOSEOUT CHECKLIST

Confirm deliverables against the contract. Manufacturer and contractor warranty terms may differ; review written coverage and applicable nonwaivable legal rights.

**PROJECT / JOB NUMBER**

**PREPARED BY / DATE**

**CLIENT / OWNER**

**PROJECT ADDRESS**

**WALKTHROUGH / HANDOFF DATE**

**SERVICE CONTACT**

## PHYSICAL COMPLETION

- [ ] Punch items are verified or documented with assigned dates.
- [ ] Final cleaning, debris removal and protection removal are complete.
- [ ] Systems / fixtures have been tested by responsible qualified trades.
- [ ] Keys, controls, access instructions and operating demonstrations are provided.
- [ ] Required final inspections / approvals are documented.
- [ ] Owner understands maintenance and safety / shutoff information.

## DOCUMENTS DELIVERED

| Document / package | Location / delivered date |
|---|---|
| Product manuals / model and serial list | |
| Warranty terms / receipts | |
| Inspection and test records | |
| Plans / as-builts if required | |

General template only. Not legal advice. Check the contract and applicable local requirements.

# WARRANTY & CLOSEOUT CHECKLIST

Separate warranty requests from routine maintenance and new scope. Follow the written agreement and applicable law.

**PROJECT / JOB NUMBER**

**UPDATED BY / DATE**

## WARRANTY REGISTER

| Item / installer | Coverage source / term | Start date | Contact / reference |
|---|---|---|---|
| | | | |
| | | | |
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## OPEN CLOSEOUT ITEMS / DUE DATES / RESPONSIBLE PARTIES

- [ ] Warranty start dates and service-request process are explained.
- [ ] Owner has maintenance requirements and excluded / consumable items in writing.
- [ ] Final billing and contract-required documents are reconciled.

**HANDOFF COMPLETED BY / DATE**

**OWNER ACKNOWLEDGMENT REFERENCE**

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