

## Close Out/Punch List SOP Example

A "close out list SOP" refers to a Standard Operating Procedure (SOP) document that outlines the specific steps and checklist items required to properly finalize and close out a project, study, or contract, ensuring all necessary documentation is collected, tasks completed, and proper recordkeeping is maintained before officially closing the project. [\[1, 2, 3, 4, 5\]](#)

### Key elements typically included in a close out list SOP: [\[1, 2, 5\]](#)

- **Project details:** Project name, key personnel, deadlines, and relevant contract terms. [\[1, 2, 5\]](#)
- **Document collection:** [\[1, 2, 5\]](#)
  - Final reports and analysis [\[1, 2, 5\]](#)
  - As-built drawings [\[6, 7, 8\]](#)
  - Test reports [\[6, 9\]](#)
  - Warranty documents [\[6, 9\]](#)
  - Change order documentation [\[6\]](#)
  - Final invoices and payment records [\[6, 10, 11\]](#)
  - Correspondence logs [\[8\]](#)
- **Site closure activities:** [\[12, 13\]](#)
  - Final inspection of the site [\[12, 13\]](#)
  - Removal of construction debris [\[13\]](#)
  - Disconnection and decommissioning of utilities [\[13\]](#)
  - Equipment handover and training [\[13, 14\]](#)
- **Data management:** [\[1, 2, 10\]](#)
  - Data backup and archiving [\[1, 2, 10\]](#)
  - Final data analysis and reporting [\[1, 2, 5\]](#)
  - Regulatory compliance checks [\[1, 2, 11\]](#)
- **Communication and approvals:** [\[11, 12, 13\]](#)
  - Notification of project completion to stakeholders [\[11, 12, 13\]](#)
  - Final acceptance documentation from the client [\[5, 6, 13\]](#)
  - Internal approvals for project closure [\[5, 10, 11\]](#)

### Why is a close out list SOP important? [1, 2, 4]

- **Quality control:** Ensures all necessary steps are taken to properly finalize a project, minimizing potential issues and ensuring compliance with regulations.
- **Documentation:** Provides a structured record of project activities and decisions, facilitating future reference and auditability.
- **Efficiency:** Streamlines the project closure process, saving time and resources by clearly outlining required tasks. [1, 2, 4]

### Example scenarios where a close out list SOP might be used: [6, 7, 13]

- **Construction projects:** Finalizing site cleanup, obtaining necessary permits, and submitting as-built drawings. [6, 7, 13]
- **Clinical research studies:** Completing data analysis, archiving study records, and notifying participants of study closure. [1, 2, 11]
- **IT projects:** System handover to the client, documenting user training, and resolving outstanding issues. [13, 14]

*Generative AI is experimental.*

[1] [https://khpcto.co.uk/SOPs/16\\_siteCloseOutSOP.php](https://khpcto.co.uk/SOPs/16_siteCloseOutSOP.php)

[2] [https://www.nidcr.nih.gov/sites/default/files/2017-10/Study\\_Close\\_Out\\_Checklist\\_approved\\_v20.docx](https://www.nidcr.nih.gov/sites/default/files/2017-10/Study_Close_Out_Checklist_approved_v20.docx)

[3] <https://mrctcenter.org/wp-content/uploads/2023/06/Study-Close-Out-.pdf>

[4] <https://www.siteline.com/blog/9-key-phases-of-the-construction-closeout-process>

[5] <https://portal.ct.gov/-/media/Departments-and-Agencies/DSS/CT-METS/Library/General/CTDSSProjectCloseoutReportv11.pdf>

[6] [https://facilitiesplanning.olemiss.edu/wp-content/uploads/sites/54/2017/05/11\\_Project-Closeout-Checklist-ALL-LISTS-COMBINED.pdf](https://facilitiesplanning.olemiss.edu/wp-content/uploads/sites/54/2017/05/11_Project-Closeout-Checklist-ALL-LISTS-COMBINED.pdf)

[7] <https://www.procore.com/library/construction-closeout-documents>

[8] [https://fpm.usc.edu/wp-content/uploads/2021/11/Close-Out-Checklist-Revised-052020\\_MIM-1.pdf](https://fpm.usc.edu/wp-content/uploads/2021/11/Close-Out-Checklist-Revised-052020_MIM-1.pdf)

[9] <https://blog.submittal.com/what-are-construction-submittals-and-what-is-the-point-of-doing-them-17sep20/>

[10] <https://research.unc.edu/wp-content/uploads/2019/03/close-out-checklist-2.26.19.doc>

[11] <https://www.utrgv.edu/research/files/documents/forms-policies-guidelines/forms/study-closeout-checklist.doc>

[12] <https://www.faa.gov/sites/faa.gov/files/airports/resources/sops/arp-sop-10-grant-closeout-documentation-review-checklist.docx>

[13] <https://stonemarkcm.com/blog/construction-management-closeout-procedures-processes/>

[14] <https://www.linarc.com/buildspace/subcontractor-closeout-process-in-construction-projects>