Closeout & Handover Report

Every item completed, tested, documented and handed over to the client.



Sample Project

Client: Urban City

PREPARED & SUBMITTED BY

SP Consultant

in Joint Venture with USF Consultants

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shahidpervaiz.net

ISSUE

November 2026

Project Closeout & Handover Report

Sample Project · Urban City · Report date 2026-11-08 · Prepared by K. Controller

TOTAL ITEMS	APPROVED	IN PROGRESS / SUBMITTED	OVERDUE	REJECTED
12	0	4	0	0

COMPLETION RATE
0%

PROJECT INTRODUCTION

PROJECT NO.	001	PROJECT	Sample Project
CLIENT	Urban City	LOCATION	Sample City
CONTRACT NO.	C-2026-014	CONSULTANT	SP Consultant in joint venture with USF Consultants
START DATE	17 November 2025	COMPLETION DATE	22 January 2027
REPORT DATE	8 November 2026	STATUS DATE	8 November 2026

Sample Project is being carried out for Urban City at Sample City under contract C-2026-014. It started on 17 November 2025 and is due for completion on 22 January 2027. This Closeout & Handover Report sets out the position at 8 November 2026 and has been prepared by SP Consultant in joint venture with USF Consultants.

Closeout Breakdown

BY STATUS

Not Started	8
In Progress	4

BY CATEGORY

Punch List Item	1
Final Handover	2
As-Built Drawings	1
Certificate	1
O&M Manual	1
Warranty	1
Other	5

Closeout Item Details

1. Substantial completion inspection and punch list

NOT STARTED · PUNCH LIST ITEM

RESPONSIBLE PARTY
Consultant

TARGET DATE
2026-12-24

SUBMISSION DATE
—

SCANNED COPY
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REMARKS
HO-01, C. Supervisor

2. Punch list corrective work complete

NOT STARTED | FINAL HANDOVER

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Contractor	2027-01-08	—

SCANNED COPY

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REMARKS

HO-02, Main Contractor LLC

3. As-built drawings: roads, drainage, signals and lighting

IN PROGRESS

AS-BUILT DRAWINGS

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Contractor	2027-01-23	—

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REMARKS

HO-03, Main Contractor LLC

4. Final inspection and acceptance certificate

NOT STARTED | CERTIFICATE

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Client	2027-01-24	—

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REMARKS

HO-04, Urban City

5. Operation and maintenance manuals (signals, street lights)

IN PROGRESS

O&M MANUAL

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Contractor	2027-02-08	—

SCANNED COPY

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REMARKS

HO-05, Main Contractor LLC

6. Warranties for signals, luminaires and pavement

NOT STARTED | WARRANTY

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Contractor	2027-02-08	—

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REMARKS

HO-06, Main Contractor LLC

7. Materials test records and quality dossier

IN PROGRESS | OTHER

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Consultant	2027-01-15	—

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REMARKS

HO-07, J. Materials

8. Final measurement and final payment certificate

NOT STARTED | OTHER

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Consultant	2027-02-08	—

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REMARKS

HO-08, Q. Surveyor

9. Release of performance bond and retention (first half)

NOT STARTED | OTHER

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Client	2027-02-10	—

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REMARKS

HO-09, Urban City

10. Handover of utility relocation records to utility owners

IN PROGRESS | OTHER

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Consultant	2027-01-31	—

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REMARKS

HO-10, A. Project Manager

11. Contractor demobilization and site clearance

NOT STARTED | FINAL HANDOVER

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Contractor	2027-01-29	—

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REMARKS

HO-11, Main Contractor LLC

12. Lessons learned review and project closeout report

NOT STARTED | OTHER

RESPONSIBLE PARTY	TARGET DATE	SUBMISSION DATE
Consultant	2027-02-10	—

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REMARKS

HO-12, A. Project Manager