Farm Project Closeout Checklist

A farm project closeout checklist for finishing a project properly, confirming work is complete, paid for, documented and cleaned up, and lessons are written down.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Work matches the plan	☐	☐	☐
Punch list items fixed	☐	☐	☐
Final inspection done	☐	☐	☐
Contractor invoices paid	☐	☐	☐
Warranties and manuals filed	☐	☐	☐
Photos of finished work saved	☐	☐	☐
Site cleaned and secured	☐	☐	☐
Insurance update considered	☐	☐	☐
Lessons learned recorded	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP File the closeout papers in one folder so they are easy to find for upkeep, taxes or sale.

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