



PROJECT COMPLETION CHECKLIST

Use this checklist before closing a renovation, repair, maintenance, or improvement project to make sure the work is complete and documented.

1. Compare the Finished Work

- ☐ Review the original scope of work
- ☐ Confirm all agreed areas were completed
- ☐ Check that requested materials / finishes were used
- ☐ Verify approved changes were completed
- ☐ Confirm no agreed items are still pending

Items Still Pending:

2. Walk Through the Property

- ☐ Walls / paint / finishes reviewed
- ☐ Floors inspected
- ☐ Doors / hardware checked
- ☐ Cabinets / countertops checked
- ☐ Fixtures checked
- ☐ Work areas visually reviewed
- ☐ Exterior work reviewed when applicable
- ☐ No visible damage from the project

3. Test What Was Installed or Repaired

- ☐ Lights / switches
- ☐ Faucets / fixtures
- ☐ Doors / locks
- ☐ Appliances when applicable
- ☐ HVAC / thermostat when applicable
- ☐ Other installed features

Issues Found:

4. Create a Punch List

- ☐ Touch-ups identified
- ☐ Missing items identified
- ☐ Repairs / corrections documented
- ☐ Photos taken of remaining concerns
- ☐ Completion date for outstanding items confirmed

Punch List Notes:

5. Documentation

- ☐ Final invoice received
- ☐ Receipts saved
- ☐ Warranties received
- ☐ Manuals / product information received
- ☐ Permit / inspection records received when applicable
- ☐ Before-and-after photos saved
- ☐ Contractor / service provider contact information saved

6. Final Cleanup

- ☐ Construction debris removed
- ☐ Dust removed from work areas
- ☐ Floors cleaned
- ☐ Surfaces wiped
- ☐ Glass / windows checked
- ☐ Property ready for use, occupancy, or listing

7. Before Final Payment / Closeout

- ☐ Punch-list items completed
- ☐ Final walkthrough completed
- ☐ Final costs reviewed
- ☐ Documentation received
- ☐ Property condition accepted
- ☐ Project ready to close

Important

Do not consider a project complete until the agreed scope, remaining corrections, documentation, and final property condition have been reviewed. Keep copies of contracts, invoices, warranties, photos, and approved changes for your records.