

**UNIVERSITY OF NEBRASKA  
CONSTRUCTION PROJECT CLOSEOUT MEMORANDUM  
UNFP 6.3.6.7.1**

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Campus: \_\_\_\_\_ Project Name: \_\_\_\_\_  
 To: Manager A/E Services-Systems; \_\_\_\_\_ Project # \_\_\_\_\_  
 (other) \_\_\_\_\_  
 From \_\_\_\_\_ Close out date \_\_\_\_\_

Project Manager \_\_\_\_\_ Evaluations completed & on file w/ office of Campus Architect:  
 Project Designer \_\_\_\_\_ A/E: Yes  No   
 Project Inspector \_\_\_\_\_ CM, DB, or Contractor: Yes  No   
 Message: \_\_\_\_\_

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O & M Manuals Yes  No  Date \_\_\_\_\_  
Copies sent to Maint. via  
 Warrantees Yes  No  Date \_\_\_\_\_  
Copies sent to Maint. via  
 As Builts received and filed Date \_\_\_\_\_ By \_\_\_\_\_  
 Need Small Scale Update Yes  No   
 Substantial Completion Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_  
 \$ \_\_\_\_\_ Final Construction Cost  
 \$ \_\_\_\_\_ Final Architect Fee

**Accounting Closeout**

Date \_\_\_\_\_ To \_\_\_\_\_ For accounting closeout  
 Date \_\_\_\_\_ To \_\_\_\_\_ For accounting closeout  
 Date \_\_\_\_\_ To Accounting for close out + P.O.s  
 Date \_\_\_\_\_ To \_\_\_\_\_ For small scale if checked yes above  
 Date \_\_\_\_\_ Small Scales were updated and distributed

**Project closeout completed**

Project closeout complete Date: \_\_\_\_\_ Initial \_\_\_\_\_  
 XC: (UNL Maintenance Manager for Maintenance Projects)  
 Reference: Construction Project Closeout Procedures