

Close Out Phase Financial Closeout Checklist

CL2

Project: Project Name & (eB #)

- Last Pay App Review Cornell Funded (CL2a)
- Last Pay App Review Campus Let (CL2b)
- Final Payment for Consultants, Special Inspections / Specialty Consultants
 - Record Drawings/Record Documents, (CL1)
 - Closeout of all open items in (C5)
 - Completion of Punch List
 - Letter of Substantial Completion (C5)
- Close Service Requests and Work Orders
- Capital Project Budget Reconciliation