

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: PROJECT CLOSEOUT	FMEP-P-0810	Rev. No. 0
	Page 1 of 1	

1.0 PURPOSE

To define the process for project closeout thereby capturing all the varied individual tasks involved. See Exhibit A.

2.0 GENERAL

This procedure address the project closeout process once the requirements specified in the standard specification for Contract Closeout and Acceptance SS-01700 have been met, in the case of contracted work, or acceptance by Facilities Maintenance and Engineering (FME) and the requestor in the case of shop (in-house) renovations has been met.

3.0 PROCEDURE

The following steps need to be completed for closing out a project or work order.

- (a) Release final payment to Contractor.
- (b) Send out the Customer Survey form for their input (Exhibit B).
- (c) Perform steps in Final Contractor Performance Review procedure FMEP-P-0790.
- (d) Perform steps in As-Built Drawing procedure FMEP-P-0300B.
- (e) Perform steps in O&M Distribution procedure FMEP-P-0820.
- (f) Use the input from the customer survey form, as well as, comments on the Final Contractor Review form to fill out the Lessons Learned form as identified in FMEP-G-0070.
- (g) Forward Lessons Learned form along with the work order checklist for signatures to the Manager of Engineering.
- (h) Work order is closed in databases by the administration of Engineering and a copy is forwarded to Project Controls Department.
- (i) Forward copies to the project file.

FMEP-P-0810 Exhibits

Exhibit A-Flowchart (1 page)

Exhibit C-Customer Survey form (1 page)