

ADU closeout checklist

Use these prompts when you talk with your project team. Keep technical findings and official approvals with the people qualified to provide them.

Project / address: _____ Date: _____

- ☐ Walk through the finished space together.
- ☐ Record and confirm punch-list work.
- ☐ Collect the final approval and handover records.
- ☐ Reconcile the final contract amount and prior payments.
- ☐ Resolve applicable release and follow-up questions.

Notes and questions for your project team

Educational prompts, not a technical inspection or legal review. Confirm project requirements with your team and the responsible agency.