Phase 800: Warranty and Closeout

- **User Group/Client**
- **Ultimate Decision Makers**
- **FM Directors**
- **Project Manager**
- **FM BOPS**
- **External Agencies**
- **Other WMU Departments**
- **Professional Services Contractor**
- **FM Architecture, Design, Engineering, Construction & Planning**

**Step 1:** Start of warranty & closeout phase

**Step 2:** Project closeout meeting with client, review lessons learned

**Step 3:** Coordinate & complete warranty walk-through

**Step 4:** Document all deficiencies and follow-up with CM and/or A&E for resolution and resolve deficiencies

**Step 5:** Warranty complete

**Step 6:** Coordinate project debrief and lessons learned

**Step 7:** Coordinate collection and compilation of all documents

**Step 8:** Obtain, review and provide: close-out documents, warranties, commissioning, as-built completion of punch list, regulatory inspection, post occupancy evaluation, tours

**Step 9:** Project Record Transition Form and initiate space/infrastructure change (if applicable)

**Step 10:** Facility Records starts close-out

**Step 11:** Close out contracts with outside vendors

**Step 12:** Complete project close out form (FM-104)

**Step 13:** Close out project

**Step 14:** Facility records creates facility records

**Step 15:** Inform PM about progress

**Step 16:** Inform Facility Records about closed project

**Step 17:** Closeout complete

**Step 18:** Project Record Transition Form and initiate space/infrastructure change (if applicable)

**Step 19:** Close out project

**Step 20:** Inform Facility Records about closed project

**Step 21:** Closeout complete