

Job closeout checklist

Job details

Job / property: _____

Responsible: Crew lead

Date: _____

Check the work

- ☐ Compare completed work with the agreed scope
- ☐ Test the work or equipment with the customer where appropriate
- ☐ Record any unfinished items and who will follow up

Leave the property ready

- ☐ Remove tools, packaging and job waste
- ☐ Check access points and leave the work area tidy
- ☐ Take completion photos with the customer's permission

Hand over

- ☐ Explain care instructions and agreed next steps
- ☐ Confirm the customer has the service record or invoice
- ☐ Record the customer's questions before leaving

Completion record

Follow-up / exceptions: _____

Completed by: _____

Reviewed by: _____