[](https://bit.ly/3dVCiRE)**ENGINEERING PROJECT CLOSEOUT**

**REPORT TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT TITLE |  | | |  | |
|  | | | | | |
|  |  | | |  | |
| PROJECT ENGINEER | |  | PREPARED BY | | DATE PREPARED |
|  | |  |  | |  |

PROJECT SUMMARY

|  |
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|  |

CONTRACT DATA

| CONSULTANT CONTRACT INFO | | |  | CONSTRUCTION CONTRACT INFO | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | | |
| **INITIAL COST** | **TOTAL CHANGES** | **FINAL COST** |  | **INITIAL COST** | **TOTAL CHANGES** | **FINAL COST** |
|  |  |  |  |  |  |  |

PROJECT SCHEDULE

| INITIAL DEADLINE | ACTUAL COMPLETION | EVENT DESCRIPTION |
| --- | --- | --- |
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FINAL PROJECT COSTS

|  | AMOUNT |
| --- | --- |
| Construction |  |
| Equipment |  |
| Administrative |  |
| Other |  |
| TOTAL |  |

PROJECT FUNDING SOURCES

|  | AMOUNT |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL |  |

PROJECT DBE UTILIZATION

| PROJECTED DBE AMOUNT | ACTUAL DBE AMOUNT | FINAL DBE % |
| --- | --- | --- |
|  |  |  |

ATTACHED DOCUMENTS

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FINAL DELIVERABLES

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PROJECT ACCEPTANCE

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
|  |  |  |  |

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
|  |  |  |  |

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
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