

TIRREN

PROJECT CLOSEOUT

Handover & Closeout Pack Template

Final document structure for completed hospitality surface supply packages

CLOSEOUT PURPOSE

Create one controlled record showing what was supplied, which documents apply, what remains open, and what the operator/project team should retain after completion.

1 • Project closeout summary

Field	Entry
Project	[PROJECT]
Project Code	[CODE]
Location	[LOCATION]
Client / Developer	[CLIENT]
Final Supply Stage	[STAGE]
Final Delivery Date	[DATE]
Closeout Issue	[01]
Closeout Date	[DATE]

2 • Final supplied-product record

TIRREN Code	Description	Final Qty	Room / Zone	Finish	Final Drawing / Rev
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]
[CODE]	[DESCRIPTION]	[FINAL QTY]	[ROOM / ZONE]	[FINISH]	[DRAWING / REV]

3 • Handover document index

Document Group	Included	Reference / File
Final product schedule	[]	
Approved drawings / shop drawings	[]	
Applicable product certificates / tests	[]	
Finish / sample records	[]	
O&M / cleaning guidance	[]	
Warranty / commercial terms	[]	
NCR / repair closure records	[]	
Packing / delivery records	[]	
Spare / replacement item record	[]	

4 • Outstanding items / punch list

No.	Item / Room	Issue	Owner	Target Date	Status
[01]	[ITEM / ROOM]	[ISSUE]	[OWNER]	[TARGET DATE]	[STATUS]
[01]	[ITEM / ROOM]	[ISSUE]	[OWNER]	[TARGET DATE]	[STATUS]
[01]	[ITEM / ROOM]	[ISSUE]	[OWNER]	[TARGET DATE]	[STATUS]
[01]	[ITEM / ROOM]	[ISSUE]	[OWNER]	[TARGET DATE]	[STATUS]
[01]	[ITEM / ROOM]	[ISSUE]	[OWNER]	[TARGET DATE]	[STATUS]
[01]	[ITEM / ROOM]	[ISSUE]	[OWNER]	[TARGET DATE]	[STATUS]
[01]	[ITEM / ROOM]	[ISSUE]	[OWNER]	[TARGET DATE]	[STATUS]
[01]	[ITEM / ROOM]	[ISSUE]	[OWNER]	[TARGET DATE]	[STATUS]

5 • Operator handover

- Provide the final O&M care guide and any product-specific instructions.
- Identify approved cleaning methods and repair/escalation route.
- Record any special finish or sample reference needed for future matching.
- Identify any retained spare components or replacement product references.
- Provide the project warranty/service contact route stated in the commercial documentation.

6 • Closeout acceptance

Acceptance	Entry
TIRREN / Apollo closeout prepared by	[NAME / DATE]
Project representative	[NAME / ROLE]
Outstanding items accepted	[YES / NO / COMMENTS]
Closeout status	[COMPLETE / COMPLETE WITH OPEN ITEMS / HOLD]
Signature / acceptance reference	[ENTRY]
Date	[DATE]