

Labor Standards Project Closeout Checklist

Complete all items before final project closeout.

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|-------------------------|--|
| Project Name: | |
| Contract Number: | |
| Closeout Date: | |

Payroll Documentation

- All certified payrolls received from prime contractor
- All certified payrolls received from subcontractors
- Final payroll marked 'FINAL'
- All payrolls reviewed and approved
- Payroll deficiency notices resolved
- BOLI Addendums received (Oregon projects)

Compliance Documentation

- Worker interview forms complete and filed
- Site visit reports complete and filed
- Posting verification forms complete
- Apprentice documentation verified

Violations and Corrections

- All violations documented
- All corrective actions completed
- Wage restitution paid and documented
- Violation reports filed with appropriate agencies

Certifications

- Contractor pre-construction acknowledgment on file
- Subcontractor certifications on file
- Final compliance certification signed



Record Storage

- Records organized per retention requirements
- Records stored in accessible location
- Record location documented: _____
- Retention period noted (federal: 3 years, Oregon: 6 years)

Closeout Approval

Project Manager: _____ Date: _____

Date Closeout Complete: _____

