



Laguna Woods Project Closure

Purpose

The closure phase provides acceptance of the project and brings the effort to an orderly end. For closure to occur, all work associated with the project must be completed. All related project documentation is completed and compiled in a central location. All contractual agreements and administration (e.g., financial and time tracking) related to the project are completed during the closure phase. Initial and date when task is complete.

Activities (Modify the list below as needed)

| Task | Manager | Initial | Date |
|---|-------------------|------------------------------------|----------|
| Task 1 • Commissioning/ Witness testing complete and documentation gathered | Mark Stal | MS | 10/11/17 |
| Task 2 • Field inspection checklist complete | Mark Stal | MS | 10/11/17 |
| Task 3 • Site walked with Property Manager- all work areas clean and restored | Mark Stal | Property Manager Signature X MS | 10/11/17 |
| Task 4 • Property Management system component walk/ training /O&M orientation • Emergency shutdown procedures walk with security/ management | Mark Stal | Property Manager Signature X MS | 10/11/17 |
| Task 5 • Project binder consisting of all warranty and instructional paperwork complete include all permit approvals | Mark Stal | | |
| Task 7 • Close out and file all documents for project (hard copies) | SVP of Operations | | |

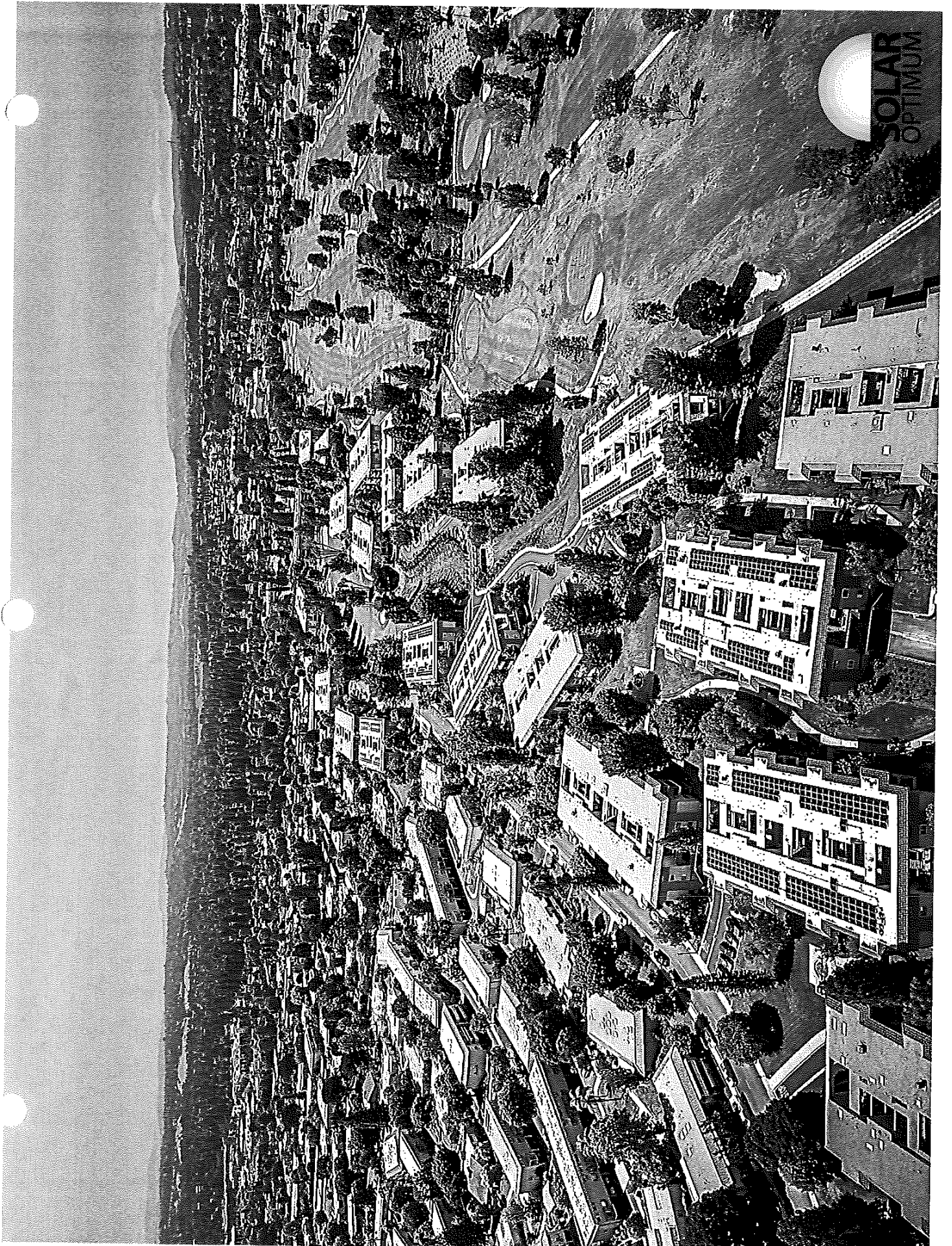
Completion Signatures:

Solar Optimum PM

X _____

Laguna Woods Operations

X _____



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