DEMONSTRATION CLOSEOUT PACKAGE

Bayview Medical Office HVAC Upgrade

Sample digital closeout organization prepared by Winfield Closeout Support

PROJECT	Bayview Medical Office HVAC Upgrade
TRADE	Mechanical / HVAC
PROJECT TYPE	Tenant improvement - demonstration only
PACKAGE DATE	October 2, 2026
STATUS	Sample for prospect review - not for construction use

Purpose of this sample

This fictional package shows how supplied closeout files can be organized into a consistent register, folder structure, apparent-gap report, and submission-ready review package. It does not represent a real project and does not certify technical accuracy, completeness, code compliance, or contractual acceptance.

Contractor retains control.
Your team reviews all technical content and decides what gets submitted. Winfield Closeout Support provides administrative document organization and compilation only.

PACKAGE MAP

Closeout package structure

A clean closeout package should make it easy for a project manager, GC, owner, or reviewer to understand what is included and what still needs attention.

SECTION	CONTENTS
01	Document Register
02	Apparent Gap Report
03	O&M Manuals
04	Product Data
05	Warranties
06	Testing / Startup
07	Record Files
08	Project Photos

Example folder naming

```
00_ADMIN
01_DOCUMENT_REGISTER
02_OM_MANUALS
03_PRODUCT_DATA
04_WARRANTIES
05_TESTING_STARTUP
06_RECORD_FILES
07_PROJECT_PHOTOS
```

01 - DOCUMENT REGISTER

What was supplied, where it lives, and its review status

ID	DOCUMENT	FILE NAME	STATUS
M-01	RTU-1 O&M Manual	M-01_RTU1_OM_Manual.pdf	Received
M-02	RTU-2 O&M Manual	M-02_RTU2_OM_Manual.pdf	Received
M-03	Thermostat product data	M-03_Thermostat_Product_Data.pdf	Received
M-04	Manufacturer warranty - RTU-1	M-04_RTU1_Warranty.pdf	Received
M-05	Manufacturer warranty - RTU-2	M-05_RTU2_Warranty.pdf	Received
M-06	Startup report - RTU-1	M-06_RTU1_Startup_Report.pdf	Received
M-07	Startup report - RTU-2	-	Apparent gap
M-08	TAB report	M-08_TAB_Report.pdf	Review
M-09	Record drawing / as-built supplied by contractor	-	Apparent gap
M-10	Closeout photos	M-10_Closeout_Photos.pdf	Received

Register note

Status reflects only whether a file was supplied and whether it appears to match the expected document description. Technical acceptance remains with the contractor, GC, design team, owner, or other responsible reviewer.

Items that need the contractor team's attention

ITEM	OBSERVATION	ACTION FOR CONTRACTOR TEAM
Startup report - RTU-2	No corresponding RTU-2 startup file was supplied in the demonstration set.	Confirm whether report exists and add it if required.
Record drawing / as-built	No contractor-supplied record drawing was included.	Confirm closeout requirement and provide only if available/required.
TAB report	File was supplied, but project identifiers should be checked before submission.	Technical reviewer to verify project, system and final values.

Example status key

RECEIVED	Supplied file has been organized and indexed.
REVIEW	File is present but requires contractor/technical reviewer confirmation before submission.
APPARENT GAP	Expected item was not found in the supplied file set. This is not a certification that the item is contractually required.

DELIVERY STANDARD

Consistent naming + final review summary

The goal is not to rewrite technical documents. The goal is to make the supplied closeout set easier to navigate, review, revise, and hand off.

Example file naming convention

Before	After
`scan0008.pdf`	`M-04_RTU1_Warranty.pdf`
`RTU startup FINAL final.pdf`	`M-06_RTU1_Startup_Report.pdf`
`thermostat spec.pdf`	`M-03_Thermostat_Product_Data.pdf`
`photos october.pdf`	`M-10_Closeout_Photos.pdf`

Sample delivery summary

Files received	**8**
Files organized	**8**
Apparent gaps flagged	**2**
Items marked for technical review	**1**
Revision rounds included	**1**

Administrative scope only.
Winfield Closeout Support does not create engineering content, certify construction, verify code compliance, approve record drawings, supervise field work, or provide legal advice. The client remains responsible for technical review, contractual requirements and final submission.