



Project Details:

The client asked us to complete the entire closeout documentation process for a 100,000 square foot commercial project. This included:

- Compiling the complete list of closeout documents required from subcontractors based on the project specifications
- Issuing emails out to each subcontractor listing the documents required. Then, following up bi-weekly.
- Filing the closeout documents in a cloud-sharing software as they are received from subcontractors.

In addition, we were asked to input into MS Excel the entire 500 item Architectural and Engineer Punch List, which was handed over to the contractor as a 20 page handwritten document.

Pricing:

As per the requirements to complete the closeout documentation:

- 40 hours for compiling the complete list of closeout documents from the project specifications
- 25 hours for issuing emails and continued correspondence to more than 40 subcontractors over a 6 week period.
- 10 hours for filing, organizing and standardizing file naming conventions.
- 15 hours for inputting the 500 item punchlist into MS Excel and assigning trade contractors based on the item descriptions.
- 90 hours total

90 hours x \$35/hour = \$3,150

Results:

We were able complete the full closeout process for this project over 6 weeks and in only 90 total hours. After completion, the client stated that this would have taken his onsite staff more than 240 hours to complete and it would have taken over 8 weeks.