ILLUSTRATIVE SAMPLE - NOT A REAL PROPERTY, CUSTOMER OR COMPLETED JOB

THE MAINTAIN CLOSEOUT STANDARD

Know what a useful handoff should contain.

This sample shows how agreed work, exceptions and open items can be recorded without turning field notes into unsupported conclusions.

DOCUMENT REFERENCE	PROPERTY	STATUS	SERVICE
SAMPLE-001	Illustrative property	Example only	Illustrative exterior scope

01

APPROVED SCOPE AND BOUNDARIES

The written scope stays visible through closeout.

INCLUDED IN THIS SAMPLE	NOT INCLUDED IN THIS SAMPLE
- Three illustrative work zones - Owner-approved operating window - Completion and exception log - Supporting-record index	- Concealed or inaccessible areas - Testing, engineering or certification - Condition conclusions outside recorded observations - Unapproved changes

02

OWNER INPUTS AND OPERATING CONTROLS

Property decisions are part of the record.

ACCESS	Illustrative approved routes and restricted areas recorded before work.
OCCUPANCY	Illustrative entrance and delivery constraints included in the work plan.
REOPENING	Property-specific criteria would be stated in the written scope.
CHANGES	Only authorized changes belong in the change log.

03

COMPLETED-AREA AND EXCEPTION LOG

Every zone gets a disposition.

The log records what was completed, what was not, and which owner decision remains open.

ID	AREA	DISPOSITION	RECORD NOTE
Z-01	Illustrative lobby entrance	Recorded complete	Work window and reopening note recorded
Z-02	Illustrative east elevation	Access exception	Not completed; owner decision required
Z-03	Illustrative loading-side area	Recorded complete	Supporting record indexed as SAMPLE-PH-03

04

AUTHORIZED CHANGE LOG

Changes stay traceable to the written decision.

CHANGE ID	REQUEST AND AUTHORIZATION	SCOPE EFFECT
SAMPLE-CH-01	No real change is shown. An actual record would name the request and authorization.	Not applicable in this sample

05

SUPPORTING-RECORD INDEX

Evidence is indexed without overstating what it proves.

REFERENCE	RECORD TYPE	LIMITATION
SAMPLE-PH-01	Illustrative photograph index	No real photograph included
SAMPLE-PLAN-01	Illustrative approved-plan reference	No real plan included
SAMPLE-PROD-01	Illustrative product record	No product represented

06

OBJECTIVE FIELD OBSERVATIONS

Field notes inform the next decision - not a conclusion they cannot support.

- Record only the accessible area and observable condition.
- Separate completed work from exceptions and unreviewed areas.
- Identify property-owned decisions and qualified specialist referrals.
- Do not convert photographs or field notes into inspection, compliance or warranty claims.

07

OPEN ITEMS AND NEXT DECISIONS

The handoff makes ownership visible.

OWNER DECISION	RESPONSIBLE PARTY	STATUS
Determine whether Z-02 should be rescheduled or separately reviewed.	Property representative	Open in sample
Confirm whether any specialist review is needed outside the agreed service scope.	Property representative	Open in sample

SAMPLE LIMITATION

This document is an illustrative sample only. It does not describe a real customer, property, inspection, project, result, certification, warranty, compliance determination or completed service. Actual deliverables are defined by the written property-specific scope. Photographs and field observations document only the areas and conditions recorded; they do not establish the condition of concealed, inaccessible or unreviewed areas.

USE THE STANDARD BEFORE WORK BEGINS

Ask proposals to state the closeout record alongside scope, assumptions, exclusions and the change process.

Build a commercial scope brief at www.maintaincompany.com/commercial-scope-builder