

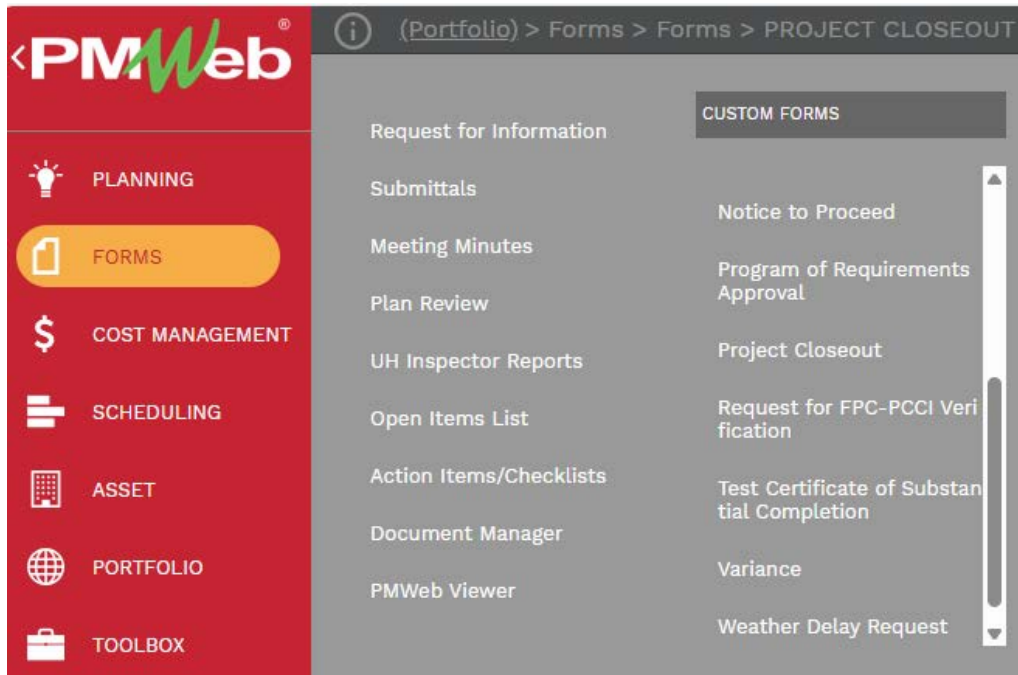


PMWeb

How to Submit Project

Closeout

1: On the PMWeb homepage click on the forms tab.



2: Select project closeout.



3: Click on the plus button.



4: Click on the drop down and select the project you are closing out.

PROJECT CLOSEOUT

Project Number :

CONSTRUCTION

Final set of Record Drawings:
Must comply with UH CAD Standards including:
X-refs must be included
Naming conventions must be followed
Polylines must be included with room information

CONSTRUCTION

- ~122 Katy Flag Poles
- ~470 Law Building Acoustical Sound 102A and 102B
- ~477 Elgin Street Garage Room 339
- ~499 CBB Peacock Family
- ~499 CBB Peacock Family Board Room Directory
- ~507 Wilhelmina's Grove Guadalupe Maravilla
- ~508 Structural Investigation
- 518 University Lofts Card Reader and ADA Push
- ~520 MSM Dudley Recital Hall Lighting
- ~522 CRWC Sink Room 1038B Design
- ~528 Melcher Hall Room 315A Sign Type A
- ~528 MH 499 CBB 544 Cemo Directories

5: Verify you have all documents. Select yes for all documents that are saved, N/A for documents that are not applicable for the specific project, or no for documents that have not been saved and received. If no, then select estimated date for when the documents will be received. There has to be a selection for each document option.

CONSTRUCTION DRAWINGS

Final set of Record Drawings:

Must comply with UH CAD Standards including:
X-refs must be included
Naming conventions must be followed
Polylines must be included with room information

Yes

Estimated Delivery Date: 12-10-2025

CONSTRUCTION DOCUMENTS

Specifications:

Record/Final Set

Yes

Estimated Delivery Date: 12-10-2025

Operation and Maintenance Manuals:

This should include any training videos

Yes

Estimated Delivery Date: 12-10-2025

Guaranty / Warranty Materials:

Delivered per Master Spec, Div. 01 7700

Yes

Estimated Delivery Date: 12-10-2025

Submittals:

Record/Final Set

Yes

Estimated Delivery Date: 12-10-2025

Construction Photos:

If photos got turned in for the project

Yes

Estimated Delivery Date: 12-10-2025

SURVEYS and REPORTS

CAD files of Survey:

Must comply with UH CAD Standards including:
X-refs must be included
Naming conventions must be followed
Polylines must be included with room information

Yes

Estimated Delivery Date: 12-10-2025

Geotechnical Reports:

Yes

Estimated Delivery Date: 12-10-2025

Environmental Studies:

Yes

Estimated Delivery Date: 12-10-2025

All other Project Reports:

Any commissioned reports from the project

Yes

Estimated Delivery Date: 12-10-2025

6: Once you make a selection for each document drop down click save



7: After saving all selections click on workflow



8: Select submit once all options have been saved



9: Select save



Note: The following document types should be saved to the correct folders listed below:

Record Drawings(including CAD) and Specifications/Project Manuals - folder 8.1.1

O&M Manuals - folder 8.1.2

Warranties - folder 8.1.3

Final version of submittals - folder 8.1.4

Reports, Studies, and Surveys - 8.1.5

Financial Closeout

1: Open the Project Closeout Form that needs to be completed by clicking on the record number

(Portfolio) > Forms > Forms > PROJECT CLOSEOUT														
Drag a column header and drop it here to group by that column														
Programs		Projects												
All*		All*												
PROJECT NAME	PROJECT #	PROGRAM	RECORD #	STATUS	VOUCHER #	SUBJECT	DATE	CATEGORY	BUDGET TOTAL	CREATED BY	RECORD DATE	REVISION #	COMPANY	TYPE
596 Computing Cent	G0507558	FPC - 1-10M	1	Approved	FPC - 1-10M		03-31-2026		\$0.00	Humberto Mariles	03-31-2026	0.00		
P790429-A - Organ 5	P790429-A	FPC - 1-10M	1	Submitted (Step 3 of	FPC - 1-10M		03-31-2026		\$0.00	Janet Faulkner	03-31-2026	0.00		
M001664 - 563 CVI C	M001664	FPC - 1-10M	1	Returned	FPC - 1-10M		03-31-2026		\$0.00	Carolyn Taylor	03-31-2026	0.00		
M001281 - 536 HPM	M001281	FPC - 1-10M	1	Returned	FPC - 1-10M		03-31-2026		\$0.00	Janet Faulkner	03-31-2026	0.00		
S000068 - 800 FY22	S000068	FPC - 1-10M	1	Approved	FPC - 1-10M		04-07-2026		\$0.00	Humberto Mariles	04-07-2026	0.00		

2: Select Yes and enter date of Financial Cloeout

FINANCIAL CLOSEOUT

Financial Closeout Complete:

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Date:

Page 10 of 10

3: Add Closeout Documentation under Attachments.

[\[Portfolio\]](#) > Forms > Forms > PROJECT CLOSEOUT > 1 -

MAIN NOTES (3) ATTACHMENTS WORKFLOW NOTIFICATION

+ Add [Layouts] [Add New]

3: Click on workflow

WORKFLOW

Select Approve and Save.

ACTIONS

- ☐ APPROVE
- ☐ RETURN
- ☐ REJECT
- ☒ WITHDRAW
- ☐ FINAL APPROVE
- ☐ DELEGATE
- ☐ COMMENT

 SAVE