

# WESTERN MICHIGAN UNIVERSITY

## FM-596 Project Closeout Form

PM to complete at end of P8, save to project folder and forward to fm-facilityrecords@wmich.edu

**Project #:**

**Project Title:**

**Project Manager:**

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### Section A: PM to complete

**Closing Date** (Last day of the month)

**Account # in TMA** (F&CC)

**Project Budget at Closeout**

**Actual Spent at Closeout**

### Notes:

### Section B: Facility Records to complete

**FM-594 Project Description Form Completed**

**FM-586 Project Turnover Checklist Completed**

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Construction Administrator/Project Manager

Date

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Department Director

Date

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Facility Records

Date