

Close Out

Last updated by Toni Wiggins on Mar 27, 2026

Contracts ▾

- 1.

Marketing ▾

- 1.

Accounting ▾

Project Management ▾

1. Create a Punchlist in Centerline
2. Store all project related emails in Centerline.
 - a. You can use the [Centerline Outlook plugin](#) to assist.
3. [Request Centerline Archive](#) zip file of the project
 - a. Admin team creates zip file and saves in project folder. Project is then archived on Centerline and is not longer accessible.

Design ▾

VDC ▾

BIM ▾

Specifications ▾

Quality Control ▾