

# RAKO INTERIOR DESIGN PROJECT CLOSE-OUT FEEDBACK FORM

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Superintendent: \_\_\_\_\_ PM: \_\_\_\_\_

**Expected:** Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Actual:** Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Expected Cost:** \_\_\_\_\_ **Actual Cost:** \_\_\_\_\_

Total Manhours: \_\_\_\_\_ Rako Manhours: \_\_\_\_\_

What went well on this project? (Positive aspects of the job) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did not go well on this project? (Negative aspects of this job) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What could we do to improve the next project? (Lessons Learned) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any OSHA Inspections on this project? **YES** inspection # \_\_\_\_\_ or **NO**

Were there any accidents on this project? **YES** date(s): \_\_\_\_\_ or **NO**

Are there any outstanding claims against this project?  
**YES** detail: \_\_\_\_\_

\_\_\_\_\_ or **NO**

Using the scale below, please provide a score based on your experience with the following issues and provide your comments as applicable:

ISSUE/SCORE	A(5)	B(4)	C(3)	D(2)	F(1)
<b>Quality and Detail of Drawings and Specifications</b>					
Notes:					
<b>Timeliness of Architect regarding RFI's and Submittals</b>					
Notes:					
<b>Accuracy of Budget</b>					
Notes:					
<b>Sub (Name: _____) Overall Performance</b>					
Safety (housekeeping, follows safety rules, etc.)					
Quality of Work					
Scheduling (appropriate manpower, etc.)					
Notes:					
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