**Closing down a Project**

When a project has reached its end of defects period and you are looking to close down the project, please take the following steps:

1. Collate all documents on the Stage Gate 6 checklist, except ‘Financial Code closed by finance’.
2. Collate any correspondence regarding snagging items.
3. Download the latest commitments report and review with the UPO. All commitments should be able to be closed but seek their confirmation to ensure all final accounts/invoices have been paid.
4. Once the UPO has confirmed the commitments can be closed, request the corresponding open PO’s be closed by Accounts Payable (email apinvoices@ucl.ac.uk, remember to give a reason why you are requesting their closure).
5. Circulate Stage Gate 6 documents for approval.
6. Once approval has been confirmed and Accounts Payable have confirmed the PO’s have all been closed, email Estates Finance and request the task code be finally closed.
7. Once Estates Finance confirm the task code closure, save a copy of the email in the Stage Gate 6 folder.