



PROJECT PHASE CHECKLIST TASKS

Phase	Number of Checklist Items
2.0 Construction Delivery	10

CHECKLIST ITEM
01. Construction Kick-off Meeting with Key Stakeholders, FM Shops, Commissioning Agent, EH&S, etc. including review of construction logistics plan, construction and submittal schedules, project-specific safety plan, etc.
02. Periodic OAC meetings including review of submittal and change logs, updated project schedule, and project risks.
03. Periodic walkthrus with FM Shops, Cx Agent, etc.
04. Coordinate other vendor scopes such as abatement, audio-visual, furniture, specialty equipment relocation and hook-up, safety/security, asset tagging, and room signage.
05. Certificate of Substantial Completion issued. Occupancy inspections completed (TCO).
06. O&M Manual (at least draft version) delivered to Space Information, and Facilities Operations training complete.
07. Coordinate pre-occupancy activities such as tel-data transition and keying.
08. Specialty equipment moved/installed and accepted by users and Research Safety (when applicable).
09. Move-in complete, including disposal of abandoned materials/equipment. Any remaining lab equipment decontaminated (when applicable).
10. Operations, Facilities Customer Service, and Safety/Security notified of occupancy.

Phase	Number of Checklist Items
3.0 Closeout	4

CHECKLIST ITEM
01. Commissioning and LEED activities complete.
02. Final O&M Manuals transferred to Space Records.
03. Final Certificate of Occupancy received.
04. Final invoices paid. FM Accounting has closed all Work Tasks and Purchase Orders for the project. FM Finance advised that project may be closed in NU Finance system.

Phase	Number of Checklist Items
4.0 Closed	0
