

## **“Construction Complete” Checklist**

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

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

	<b>List of Responsibilities</b>	<b>Project Team Responsibility</b>	<b>Move Coord'r Responsibility</b>	<b>Customer Responsibility</b>	<b>FBMT Responsibility</b>	<b>Date Complete</b>
	Contact Facilities Maintenance Planning department to add new equipment to the Master Equipment List *(if no maintenance planner on Team)	✓			✓*	
*	Turn on space-chargeback cost pools				✓	
*	Order OSAD maps				✓	
*	Order and install evacuation maps; solicit evacuation team members			✓		
*	Notify Custodial Services to order janitorial supplies and establish custodial service start date	✓				
	Order vending machine(s) (snacks/sodas) as applicable			✓		
	Order Crystal Springs water dispenser(s) as applicable			✓		
*	Order & spot recycle containers, recycle dumpsters, regular dumpsters	✓				
*	Order and install occupancy labels for conference rooms	✓				
	Order and spot mail boxes and cell phone lockers as applicable			✓		
*	Install locksets for IDR, mechanical & electrical rooms, perimeter doors	✓				
	Communicate ITV, SCN, CCN, other audio/video needs to Video Services	✓				
*	Order and spot ToneAlert™ radios	✓				
	Order microwave, coffee maker, refrigerator/ice maker hookup			✓		
	Order shredder, copier, fax, printer			✓		
*	Order Mail Services; assign mail stops, establish service start date		✓			
	Update Personnel Roster to reflect new building location			✓		
	Contact CCHD to create Building Distribution List			✓		
*	Order office locks and keys			✓		
	Order dry-erase board(s) and other Conference Room equipment			✓		
*	Order and install room numbers and signage	✓				
	Verify all submittals have been received and approved <sup>1</sup>	✓				
*	Order and place fire extinguishers	✓				
	Verify all construction outstanding work items (punch lists) are complete	✓				
	Insure Commissioning and/or test plan is complete	✓				
*	Insure cognizant organizations' acceptance of installed systems: <ul style="list-style-type: none"> <li>• Security (electronic and physical)</li> <li>• Communication and computer/data drops</li> <li>• Fire alarm system</li> <li>• Facility Control System</li> </ul>	✓				
	Insure all construction debris and excess material removed from site	✓				
	Send out <b>Notice of Construction Complete</b> to Distribution <sup>2</sup>	✓				

<sup>1</sup> Final as-builts and warranties excluded; these are covered separately

<sup>2</sup> Notice goes to 10800 as a whole, Procurement, Contractor, A/E, line customers, and support organizations

\* Required for declaration of “Beneficial Occupancy”