Project: **Project Name (eB #)**

### Facilities Management (FM)

- Schedule a meeting with FM and other stakeholders xx weeks prior to expected Temporary Certificate of Occupancy (TCO) walkthrough

### Contractor Related - Documentation

- All special inspections non-conformance items and rated NFPA-80 fire door inspections completed
- Final fire alarm test reports (*NFPA 72 Record of Completion and FA Distribution Test Report*)
- Final elevator test reports
- Emergency power test reports (as applicable ex. elevator, generator, black out tests)
- Final electrical inspection
- Final plumbing inspection
- Contractor certification & Cornell paperwork on RPZ’s and Backflow preventers
- Final underground sprinkler papers – Part B Sprinkler stand pipe test results and Sprinkler Control Valves labeled in accordance with NFPA-13
- Need all of the forms from Sprinkler installer completed (includes Statement of Compliance) and post the System Hydraulic calculations
- Final hydro test on sprinklers and flushing – Part A – Flushing, Hydro
- Emergency generator test report
- Smoke evacuation test report (IF REQUIRED)
- All O+M’s turned in along with the State of Compliance from Engineer of record
- Marked up As-Built Drawing Set

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*Engineering and Project Management | Cornell University  
Facilities and Campus Services*  
Last updated 2.11.20
☐ Roof Warranty document must be signed by the Roof Program Manager (Shane Dunn) before sending it to the manufacturer

**Contractor Related - Facility**

☐ Code required signage on doors for Fire Alarm Panel, Sprinkler Valve Room, Fire Pump Room, Mechanical Electrical Rooms, stairs, restrooms etc.

☐ Clear egress with handicap access

☐ Knox box installed – Coordinate with the University Fire Marshal Office

☐ FDC sign on the fire department connection

☐ Exterior street address sign for fire department

☐ All fire extinguishers installed

☐ Make sure that all sprinkler heads and smoke detection devices are uncovered

☐ Confirm door hardware is working – including push buttons

☐ Black out test – with AHJ for emergency lighting

☐ All owner training completed

☐ Owner stock turned over

**Architect/Consultant Related:**

☐ Punchlist Issued

☐ Letter of Substantial Completion with attached punch list, please view the *Consultant Letter for Beneficial Occupancy* for reference

☐ Obtain Special Inspection Testing Sign Off Letter (Testing Agency) including rated door inspection (NFPA-80)

**Authority Having Jurisdiction Related:**

☐ Contact Town/City/State before requesting TCO

☐ Schedule final walkthrough with AHJ - TCO / CO and EHS to schedule walk thru with IFD shifts for familiarization
☐ Obtain TCO / CO from AHJ

**Facilities Management Related**

☐ Reference the *Pre-Occupancy Checklist*

☐ Setup meeting with FM 8 weeks prior to TCO walkthrough

☐ Copy Zone Management with Punchlist

☐ Schedule Owner Training

☐ Move Project into Closeout Phase Once TCO/CO is Obtained. *(CL1)*

☐ Coordinate with building care (*restroom supplies, etc.*)

☐ Notify FIG of space changes for floor plan updates