

## Project: Project Name (eB #)

*This checklist provides a high-level overview of the steps needed to successfully transition a project from the construction phase to the occupancy phase. For smaller projects, please review the checklist with your team and integrate the applicable steps.*

### Facilities Management (FM)

- Early in the project, schedule a meeting with FM Maintenance Planner and other stakeholders to discuss who should attend the warranty discussion meeting below
- Prior to turnover, set up a meeting with the College/Unit and FM to discuss the flow of warranty claims, emergency requests, and maintenance requests. The processes for each should be defined with roles and responsibilities, tracking processes, communication processes, and response times. (Schedule the meeting at least 3 months in advance for complex projects and 1 month for straightforward projects)
- Reference the [CCF Pre-Occupancy Checklist](#) for State Projects
- Copy the FM Maintenance Planner with Punchlist
- Schedule owner training
- Project Manager to initiate Turnover Process in e-Builder once TCO/CO is obtained
- Coordinate with building care (restroom supplies, etc.)
- Notify FIG of space changes for floor plan updates
- Notify EH&S and FM Maintenance Planner when Fire Protection Systems or Emergency Power Systems will go live. Confirm any fire pumps, generators, or related equipment has been entered into MAXIMO. Understand and coordinate the required exercising and maintenance that will need to start taking place after the system is live. (For example, generators are generally exercised on a weekly basis)

- PM coordinates final asbestos testing of the completed construction area(s) to confirm that no new asbestos containing materials were added and updates the project asbestos survey and is submitted electronically to the Facilities Environmental Resources Group Coordinator, per [Project Hazmat Procedures](#).

## **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 standpipe test results and Sprinkler Control Valves labeled in accordance with NFPA-13
- Need all 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
- Roof Warranty document must be signed by the Roof Program Manager (Shane Dunn) before sending it to the manufacturer
- Provide Fixed Equipment info to FM for MAXIMO, [017822 GR's](#)
- Provide Roofing System info to FM for MAXIMO, [017822 GR's](#)

- Provide System commissioning to FM

## **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, and commission access control
- 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