

Project: Project Name (eB #)

Send schedule and impact notifications to key stakeholders including but not limited to:

- Transportation
- CUPD
- Grounds
- Surrounding buildings
- FM contact (Maintenance Planner, Zone Facility Director)
- EHS (Dan Phillips and Ron Flynn for Fire Department access and building access)
- Unit representatives

Authority Having Jurisdiction

- Contact Town/City/State before requesting building permit
- Verify building permit has been issued
- Confirm site plan approval conditions have been met

Verifications/Assignments/Scheduling

- GC team members assigned to proper roles on project in eBuilder
- Assign A/E submittal coordinator in eBuilder
- Submit emergency contact list to CUPD, Customer Service, EHS, and EMCS
- Request and distribute conformed drawings to the team and EHS (Note: PDFs are acceptable except for large projects)
- Impact existing Fire Protection contact EHS

- Schedule construction kick-off meeting
- Complete & upload submittal register to e-Builder (Consultant & PM) [Submittals Help](#)
- Obtain Schedule of Values (SOV) and complete process in e-Builder
- Confirm commissioning strategy is in place (Cx Agent, Shops, Envelope Cx, N/A, Etc.)
- Verify hazmat/asbestos air test monitoring for compliance under contract (Blanket Contract, A/E Scope, RFP)
- 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 (fac-envr-rsrcs@cornell.edu), per [Project Hazmat Procedures](#).
- Projects with > 8 fire doors – specialty inspection firm contracted