Project Acceptance Checklist

Items in Bold are for Beneficial Occupancy

Preliminary Items	Date	Ву
Critical Items Checklist		
Emergency phone lines/.numbers		
Monitoring of emergency lines setup		
Phone service to building		
Phone numbers received		
Cable TV service to building		
Fiber optic service to building		
UCIS has all needed equipment and it is installed		
Housekeeping items		
Dumpster location		
Personnel		
Initial housekeeping supplies		
Furniture and equipment ordered		
Computer equpment ordered		
Special equipment ordered		
Physical Plant notified of anticipated acceptance date		
Locksmith notified of key system		
Utilities (water, gas, sewer system, power) completed		
Pressure tests completed on all lines		
Conditioned air to building.		
Test and Balance Complete		
Prefinal inspections Planning and Construction notified of Beneficial Occupancy Date		
Date set for beneficial occupancy inspections	-	
Critical Items Checklist		
IRI inspection of life safety systems (sprinkler, FAS, emergency generator)		
Fire extinguishers delivered to owner		
Roof and window water tests	-	
Locks installed on doors		
Keys delivered	-	
DOI state electrical inspections complete for areas to be accepted		
SCO above ceiling inspection		
Generate punchlists - general		
Generate punchlists - mechanical		
Generate punchlists - electrical		
Generate punchlists - plumbing		
FAS inspection by engineer and certification of system by contractor and vendor		
FAS inspection by DOI/approval to occupy facility		
Elevator and chiller inspection by Dept of Labor/approval to occupy elevator		
Operation of FAS dialer		
Operation of Fire Pumps		
Operation of time rumps Operation of Emergency generator		
Water clorination certificate issued		
DOL boiler inspection certificate issued		
Endorsement of surety for beneficial occpuancy	—	
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Endorsement of contractor's insurance company for beneficial occupancy Approval of SCO for beneficial occupancy Start University insurance on building		
Furniture delivery and setup		
Owner Instruction		
Record of instruction sessions		
Plumbing		
HVAC		
Electrical		
Fire Alarm		
Special Systems		
Special Systems		
Owner O & M manuals in hand and pressure vessel info received.		
to include cutsheets marked with model used.		
Final Inspections		
Designer		
Check punchlist items		
Notify SCO, DOI, DOL, IRI regarding completed punch list items		
Final inspections by SCO		
Contractor Evaluations		
Closeout Documentation		
Record drawings received (Cad and hard copy)		
Final Pay apps		
Consent of surety for final payments		
Affidavit of payment of debts, claims and subcontractors from all contractors		
Affidavit of release of leins		
Certicate of Completion		
Certificate of Compliance		
Warranty Information		
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Designer Evaluation		1
Final Payment to Designer		
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