# Project Acceptance Checklist

Items in Bold are for Beneficial Occupancy

## Preliminary Items

### 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 equipment 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 Emergency generator
- Water chlorination certificate issued
- DOL boiler inspection certificate issued
- Endorsement of surety for beneficial occupancy
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 liens
- Certificate of Completion
- Certificate of Compliance
- Warranty Information

Designer Evaluation
Final Payment to Designer