

1001 – Lessons Learned Workshop

At the discretion of Division Facilities Management and Safety and prior to Final Completion, the Commissioning Authority may schedule a Lessons Learned Workshop. The workshop will evaluate the Project, process, and results by identifying what worked, what did not work, and what needs improvement. The Lessons Learned Workshop is attended by the Commissioning Team for the Project. These attendees may include:

- University Department Representative
- Other interested personnel Facilities Services (e.g. maintenance staff)
- Project Manager
- Construction Specialist
- Commissioning Authority
- Architect-Engineer
- Contractor
- Sub-contractors
- Testing agencies
- Vendor representatives
- Purchasing Official
- Other interested parties, as deemed appropriate by the Project Manager

The Commissioning Authority and/or the Architect-Engineer will record minutes and distribute to Commissioning Team members and to workshop attendees within five (5) workdays of the event.