

500.3 - Phase B Checklist for the University Department Representative

This checklist is to be used by the University Department Representative during Phase B of the Project.

Instructions: At the time of the Phase B submittal, the University Department representative will mark the box below indicating completion of each action in accordance with the requirements in the ECU DFMS Procedures Manual (including applicable laws, regulations, and requirements) or that the action is not applicable to the Project.

Project Administration:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Review: The requirements in Chapter 5 of ECU DFMS Procedures Manual have been reviewed. |
| ☐ | ☐ | Pre-Design and Checklist: Items remaining on the Pre-Design and Phase A Checklist have been reviewed. |
| ☐ | ☐ | Unresolved Issues: Unresolved or incomplete issues from Phase A were reviewed. |
| ☐ | ☐ | Meetings: Phase B Progress and Design Review Meetings with University Department Representative, DFMS Project Management, Architect-Engineer and Design Team have been attended |
| ☐ | ☐ | Commissioning Meetings: Phase B Commissioning Team Meetings were attended. |

Project Development: University Department Representative has:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Project Program and DFMS Project Management's Project Requirements: The Project Program and/or DFMS Project Management's Project Requirements have been reviewed as appropriate and necessary. |
| ☐ | ☐ | Design Development Documents: The Design Development documents have been verified as complying with the Project Program and/or DFMS Project Management's Project Requirements. |
| ☐ | ☐ | Additional Data: All other data required from the University Department Representative was provided to the Architect-Engineer. |

Final Budget, Area Calculations and Scheduling Deliverables:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Cost Estimate: University Department Representative shall approve the Phase B Estimate of Construction Cost. See Section 508 - Phase B Estimate of Construction Cost. |
| ☐ | ☐ | Commissioning: University Department Representative has participated in the Commissioning Process. |

Phase B Submittal Review and Approval:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Copies: A complete set of Phase B documents has been received. |
| ☐ | ☐ | Review Meeting: University Department Representative attended the Phase B Review Meeting. |
| ☐ | ☐ | Review: Comments, revisions and changes to Phase B documents were reviewed. |
| ☐ | ☐ | Approval: University Department Representative issued approval prior to the Phase B acceptance letter being issued by Project Manager |

End of Phase B Checklist for the Using Agency