

600.3 - Phase C Checklist for the University Department Representative

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

Instructions: At the time of the Phase C 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 6 - Phase C Final Design and Chapter 7 -Bidding and Negotiations, of the Capital Construction Project Procedures Manual have been reviewed. |
| ☐ | ☐ | Phase C Checklist: The Owner reviewed items remaining on the Phase C Checklist. |
| ☐ | ☐ | Unresolved Issues: Any unresolved or incomplete issues from Phase B were reviewed. |
| ☐ | ☐ | Meetings: University Department Representative has attended Phase C Progress and Design Review Meetings with DFMS Project Management, Project Manager, Architect-Engineer, and Design Team. |
| ☐ | ☐ | Commissioning Meetings: University Department Representative attended Phase C Commissioning Team Meetings. |

Project Development:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Project Program and/or Owner's Project Requirements: The Project Program and/or DFMS Project Management's Project Requirements were reviewed as appropriate and necessary. |
| ☐ | ☐ | Verification: The Contract Documents have been verified and comply with the Project Program and/or or DFMS Project Management's Project Requirements. |
| ☐ | ☐ | Additional Data: All other data required from the University Department Representative has been provided. |

Final Budget, Area Calculations and Scheduling Deliverables:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Construction Cost Estimate: University Department Representative approved the Phase C Estimate of Construction Cost. See Section 611 Phase C Estimate of Construction Cost. |

Phase C Submittal Review and Approval:

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

Projects Seeking LEED Certification:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Enhanced Commissioning: University Department Representative participated in the Commissioning Authority design development review process if <i>enhanced commissioning is used</i> . |
| ☐ | ☐ | LEED Credits: University Department Representative assisted the Architect-Engineer and the Project Manager in reviewing the LEED credits appropriate to the Project. |

End of Phase C Checklist for the University Department Representative