

900 - Phase D Checklist

This checklist is to be used by the Architect-Engineer during Phase D of the Project.

Project Administration:

Complete	N/A	
☐	☐	Review: Requirements in Chapter 9 – Phase D Construction, of the ECU DFMS Procedures Manual have been reviewed.
☐	☐	Phase D Authorization: Phase D authorization has been received from Project Manager.
☐	☐	Unresolved Issues: Any unresolved or incomplete issues from Phase C have been reviewed and resolved.
☐	☐	Contract: The Construction Contract has been issued to the Contractor, copy to Architect-Engineer.
☐	☐	Project Directory: The updated Project Directory has been distributed.
☐	☐	Communication: A system of routing and distribution for project construction correspondence and submittals has been developed and implemented.
☐	☐	Pre-Construction Conference: The Pre-Construction Conference has been scheduled and conducted. Architect-Engineer writes and distributes Pre-Construction Conference minutes.
☐	☐	Progress Meetings: Phase D Construction Progress Meetings have been scheduled and conducted with Contractor, DFMS Project Manager, University Department Representative and Design Team. Architect-Engineer writes and distributes meeting minutes.
☐	☐	Commissioning Conference: Phase D Commissioning Conference has been scheduled. Commissioning Authority conducts meeting; writes and distributes meeting minutes.
☐	☐	Construction Schedule: Contractor's Construction Schedule has been received and distributed. The Architect-Engineer shall review the updated construction schedule monthly.
☐	☐	Responsibilities: Contract administration and site observation responsibilities have been assigned.
☐	☐	Contractor's Submittal Schedule: The Contractor's submittal schedule has been obtained and reviewed.
☐	☐	Contractor's Schedule of Values: Prior to the first application for payment, receive and review Contractor's Schedule of Values.
☐	☐	Contractor's Application for Payment: The Contractor's Applications for Payment have been received, reviewed, and approved. See Section 916.
☐	☐	Tests and Inspections: Required tests and inspection reports have been obtained and reviewed.
☐	☐	Drawings and Submittals: Receive Shop drawings, samples and submittals have been received and reviewed. Appropriate action has been taken and returned to Contractor.
☐	☐	Recordkeeping: Shop drawing, RFI, and Change Order logs have been maintained.
☐	☐	Change Orders: Change Order proposals have been reviewed and an appropriate response given.

Construction Contract Administration Files: The Architect-Engineer shall create construction contract administration files including but not limited to the following:

Complete	N/A	
☐	☐	Correspondence and Meeting Minutes
☐	☐	Construction Schedules
☐	☐	Field Reports
☐	☐	Project Photography
☐	☐	Requests for Information (RFI's)
☐	☐	Requests for Proposals (RFP's)
☐	☐	Construction Change Directives or Architects Supplemental Instructions (ASI)
☐	☐	Testing and Inspection Reports
☐	☐	Submittals
☐	☐	Regulatory Inspections, Permits and Approvals
☐	☐	Applications for Payment
☐	☐	Contract Agreements
☐	☐	Schedule of Values
☐	☐	Certificates of Insurance
☐	☐	Project Closeout
☐	☐	Other files as necessary

Phase D Completion Checklist:

Complete	N/A	
☐	☐	The Contractor shall provide notification of substantial completion and provide the Architect-Engineer a list of items to be completed or corrected.
☐	☐	The Architect-Engineer shall provide a punch list inspection to verify substantial completion. The Architect-Engineer's shall issue the punch list.
☐	☐	The Architect-Engineer shall provide the Final Inspection to verify completion or correction of punch list items.
☐	☐	When the project is judged to be substantially complete, a Certificate of Substantial Completion shall be issued.
☐	☐	The Contractor's record drawing mark-up prints shall be received and reviewed.
☐	☐	Architect-Engineer shall transfer Contractor's record drawing mark-ups to AutoCAD files.
☐	☐	Contractor's close-out submittals shall be reviewed for completeness.
☐	☐	The Contractor has obtained a Certificate of Occupancy or occupancy permit.
☐	☐	The Contractor's application for final payment, including lien waivers, consent of surety and final affidavit, has been reviewed and signed.

Commissioning Authority:

Complete	N/A	
☐	☐	Updated DFMS Project Management's Project Requirements & Manual
☐	☐	Submittals and Shop Drawing Review Summary
☐	☐	Construction Checklist Distribution and Reviews
☐	☐	Systems Commissioning Test Schedules
☐	☐	Owner Training Schedule

Commissioning Authority: (continued)

Complete	N/A	
☐	☐	Commissioning Progress Meetings
☐	☐	Construction Phase Support / Testing / Inspections
☐	☐	Progress Reports
☐	☐	Operations and Maintenance Documentation
☐	☐	Approved Record Documents
☐	☐	Commissioning Report
☐	☐	Updated Systems Manual
☐	☐	Systems Maintenance Turnover Plan
☐	☐	Case Study

Division Facilities Management & Safety Responsibilities- Project Manager:

Complete	N/A	
☐	☐	Set up reminder for 1 year Warranty Meeting
☐	☐	We have notified University Claims Specialist to obtain insurance for the facility prior to substantial completion
☐	☐	We have participated in _____
☐	☐	List the project and costs
☐	☐	Provides staff for Operations and Maintenance Training

Facility Services Subgroup:**Division 21 Fire Suppression:**

Complete	N/A	
☐	☐	Construction Phase Testing / Review
☐	☐	Operating & Maintenance Manual Review
☐	☐	Contractor's Submittals & Shop Drawings Reviews
☐	☐	Commissioning Report Review
☐	☐	Training Program Participation

Division 22 Plumbing:

Complete	N/A	
☐	☐	Construction Phase Testing / Review
☐	☐	Operating & Maintenance Manual Review
☐	☐	Contractor's Submittals & Shop Drawings Reviews
☐	☐	Commissioning Report Review
☐	☐	Training Program Participation

Facility Services Subgroup: (continued)

Division 23 HVAC:

Complete	N/A	
☐	☐	HVAC Systems TAB Report / Review
☐	☐	Witnessed Equipment Factory Performance Tests
☐	☐	Construction Phase Testing / Review
☐	☐	Operating & Maintenance Manual Review
☐	☐	Contractor's Submittals & Shop Drawings Reviews
☐	☐	Commissioning Report Review
☐	☐	Training Program Participation

Division 25 Integrated Automation:

Complete	N/A	
☐	☐	Construction Phase Testing / Review
☐	☐	Operating & Maintenance Manual Review
☐	☐	Contractor's Submittals & Shop Drawings Reviews
☐	☐	Commissioning Report Review
☐	☐	Training Program Participation

Division 26 Electrical:

Complete	N/A	
☐	☐	Construction Phase Testing / Review
☐	☐	Operating & Maintenance Manual Review
☐	☐	Contractor's Submittals & Shop Drawings Reviews
☐	☐	Commissioning Report Review
☐	☐	Training Program Participation

Division 27 Communications:

Complete	N/A	
☐	☐	Construction Phase Testing / Review
☐	☐	Operating & Maintenance Manual Review
☐	☐	Contractor's Submittals & Shop Drawings Reviews
☐	☐	Commissioning Report Review
☐	☐	Training Program Participation

Division 28 Electronic Safety & Security:

Complete	N/A	
☐	☐	Construction Phase Testing / Review
☐	☐	Operating & Maintenance Manual Review
☐	☐	Contractor's Submittals & Shop Drawings Reviews
☐	☐	Commissioning Report Review
☐	☐	Training Program Participation

End of Phase D Checklist