

## **909 – Phase D Responsibilities of the University Department Rep**

During Phase D, the University Department, through assigned staff, performs the following functions during the construction process:

- Provides funding of the Construction, monitors funding levels and ensures that current on-hand funds are adequate to support the construction requirements during the construction phase.
- Consults with DFMS during the Construction Process. Offers opinions related to the construction as it relates to the intended function and use of the Project.
- Attends Project meetings and conferences.
- Provides coordination between the University Department activities within the Project area with the Contractor's work schedule.
- Procures furnishings, telecommunications equipment, and moveable equipment.
- Assumes operation of the facility upon Substantial Completion. Arranges for the proper insurance coverage of the facility.
- Is responsible for moving into the facility.
- For projects seeking LEED certification, provides information required on the LEED checklist.