

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 | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Review: Requirements in Chapter 9 – Phase D Construction, of the Capital Construction Project Procedures Manual have been reviewed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase D Authorization: Phase D authorization has been received from Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Unresolved Issues: Any unresolved or incomplete issues from Phase C have been reviewed and resolved. |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract: The Construction Contract has been issued to the Contractor, copy to Architect-Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Resident Observer: Architect-Engineer provides full time Resident Observation services, if required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Directory: The updated Project Directory has been distributed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Communication: A system of routing and distribution for project construction correspondence and submittals has been developed and implemented. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Construction Conference: The Pre-Construction Conference has been scheduled and conducted. Architect-Engineer writes and distributes Pre-Construction Conference minutes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Progress Meetings: Phase D Construction Progress Meetings have been scheduled and conducted with Contractor, Owner, Using Agency and Design Team. Architect-Engineer writes and distributes meeting minutes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Conference: Phase D Commissioning Conference has been scheduled. Commissioning Authority conducts meeting; writes and distributes meeting minutes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Schedule: Contractor's Construction Schedule has been received and distributed. The Architect-Engineer shall review the updated construction schedule monthly. |
| <input type="checkbox"/> | <input type="checkbox"/> | Responsibilities: Contract administration and site observation responsibilities have been assigned. |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Submittal Schedule: The Contractor's submittal schedule has been obtained and reviewed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Schedule of Values: Prior to the first application for payment, receive and review Contractor's Schedule of Values. |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Application for Payment: The Contractor's Applications for Payment have been received, reviewed and approved. See Section 916. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tests and Inspections: Required tests and inspection reports have been obtained and reviewed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drawings and Submittals: Receive Shop drawings, samples and submittals have been received and reviewed. Appropriate action has been taken and returned to Contractor. |
| <input type="checkbox"/> | <input type="checkbox"/> | Recordkeeping: Shop drawing, RFI, and Change Order logs have been maintained. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Correspondence and Meeting Minutes |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Schedules |
| <input type="checkbox"/> | <input type="checkbox"/> | Field Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Photography |
| <input type="checkbox"/> | <input type="checkbox"/> | Requests for Information (RFI's) |
| <input type="checkbox"/> | <input type="checkbox"/> | Requests for Proposals (RFP's) |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Change Directives or Architects Supplemental Instructions (ASI) |
| <input type="checkbox"/> | <input type="checkbox"/> | Testing and Inspection Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | Submittals |
| <input type="checkbox"/> | <input type="checkbox"/> | Regulatory Inspections, Permits and Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Applications for Payment |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Agreements |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule of Values |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificates of Insurance |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Closeout |
| <input type="checkbox"/> | <input type="checkbox"/> | Other files as necessary |

Phase D Completion Checklist:

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The Contractor shall provide notification of substantial completion and provide the Architect-Engineer a list of items to be completed or corrected. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Architect-Engineer shall provide a punch list inspection to verify substantial completion. The Architect-Engineer's shall issue the punch list. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Architect-Engineer shall provide the Final Inspection to verify completion or correction of punch list items. |
| <input type="checkbox"/> | <input type="checkbox"/> | When the project is judged to be substantially complete, a Certificate of Substantial Completion shall be issued. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Contractor's record drawing mark-up prints shall be received and reviewed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Architect-Engineer shall transfer Contractor's record drawing mark-ups to AutoCAD files. |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's close-out submittals shall be reviewed for completeness. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Contractor has obtained a Certificate of Occupancy or occupancy permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements & Manual |
| <input type="checkbox"/> | <input type="checkbox"/> | Submittals and Shop Drawing Review Summary |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Checklist Distribution and Reviews |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Commissioning Test Schedules |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner Training Schedule |

Commissioning Authority: (continued)

Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Commissioning Progress Meetings
<input type="checkbox"/>	<input type="checkbox"/>	Construction Phase Support / Testing / Inspections
<input type="checkbox"/>	<input type="checkbox"/>	Progress Reports
<input type="checkbox"/>	<input type="checkbox"/>	Operations and Maintenance Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Approved Record Documents
<input type="checkbox"/>	<input type="checkbox"/>	Commissioning Report
<input type="checkbox"/>	<input type="checkbox"/>	Updated Systems Manual
<input type="checkbox"/>	<input type="checkbox"/>	Systems Maintenance Turnover Plan
<input type="checkbox"/>	<input type="checkbox"/>	Case Study

Facility Services Subgroup:

Division 21 Fire Suppression:

Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Construction Phase Testing / Review / Approvals
<input type="checkbox"/>	<input type="checkbox"/>	Operating & Maintenance Manual Review / Approval
<input type="checkbox"/>	<input type="checkbox"/>	Contractor's Submittals & Shop Drawings Reviews / Approvals
<input type="checkbox"/>	<input type="checkbox"/>	Commissioning Report Review / Approval
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Training Program Approval

Division 22 Plumbing:

Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Construction Phase Testing / Review / Approvals
<input type="checkbox"/>	<input type="checkbox"/>	Operating & Maintenance Manual Review / Approval
<input type="checkbox"/>	<input type="checkbox"/>	Contractor's Submittals & Shop Drawings Reviews / Approvals
<input type="checkbox"/>	<input type="checkbox"/>	Commissioning Report Review / Approval
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Training Program Approval

Division 23 HVAC:

Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	HVAC Systems TAB Report / Review / Approval
<input type="checkbox"/>	<input type="checkbox"/>	Witnessed Equipment Factory Performance Tests
<input type="checkbox"/>	<input type="checkbox"/>	Construction Phase Testing / Review / Approvals
<input type="checkbox"/>	<input type="checkbox"/>	Operating & Maintenance Manual Review / Approval
<input type="checkbox"/>	<input type="checkbox"/>	Contractor's Submittals & Shop Drawings Reviews / Approvals
<input type="checkbox"/>	<input type="checkbox"/>	Commissioning Report Review / Approval
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Training Program Approval

Facility Services Subgroup: (continued)

Division 25 Integrated Automation:

- | | | |
|--------------------------|--------------------------|---|
| Complete | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Phase Testing / Review / Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Operating & Maintenance Manual Review / Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Submittals & Shop Drawings Reviews / Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Report Review / Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Training Program Approval |

Division 26 Electrical:

- | | | |
|--------------------------|--------------------------|---|
| Complete | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Phase Testing / Review / Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Operating & Maintenance Manual Review / Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Submittals & Shop Drawings Reviews / Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Report Review / Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Training Program Approval |

Division 27 Communications:

- | | | |
|--------------------------|--------------------------|---|
| Complete | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Phase Testing / Review / Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Operating & Maintenance Manual Review / Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Submittals & Shop Drawings Reviews / Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Report Review / Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Training Program Approval |

Division 28 Electronic Safety & Security:

- | | | |
|--------------------------|--------------------------|---|
| Complete | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Phase Testing / Review / Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Operating & Maintenance Manual Review / Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Submittals & Shop Drawings Reviews / Approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Report Review / Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Training Program Approval |

End of Phase D Checklist