

909 – Phase D Responsibilities of the Using Agency

During Phase D, the Using Agency, through assigned staff, performs the following functions during the construction process:

- Provides funding of the Construction, monitors funding levels and insures that current on-hand funds are adequate to support the construction requirements during the construction phase.
- Consults with the Division of Engineering and Contract Administration 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 Using Agency activities within the Project area with the Contractor's work schedule.
- Procures furnishings, telecommunications equipment and moveable equipment.
- Assumes title of and operation of the facility upon Substantial Completion ,lists the Project and cost with the Division of Real Properties for inventory purposes and obtains the proper insurance coverage of the facility through the Division of State Risk.
- Accepts responsibility for maintenance of the facility.
- Is responsible for moving into the facility.
- For projects seeking LEED certification, provides information required on the LEED checklist.