**SUBSTANTIAL COMPLETION ACTIVITIES**

Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Date of Substantial Completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Date of Final Completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE FOLLOWING ACTIVITIES OCCUR PRIOR TO SUBSTANTIAL COMPLETION**

YES NO N/A

[ ]  [ ]  [ ]  The Project Manager has ensured Contractor has completed all testing of all telecommunication systems and has transmitted one hard copy and one electronic copy of testing reports, manifest and as- builts to the University IT department prior to commissioning.

 One copy to be filed in the project folder

[ ]  [ ]  [ ]  Confirm that the Prime Contractor has conducted a “pre-punchlist”.

[ ]  [ ]  [ ]  Project Team has reviewed the Electronic Security System testing and acceptance protocols with UHPD and University IT department.

 Recommend prior to the start of any testing.

 Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Project Manager ensures Project Team has reviewed the Fire Alarm and Fire Sprinkler testing and acceptance procedures with the Fire Marshal and FM Fire Alarm Shop.

 Recommend prior to any start of any testing of either system with a follow-up prior to start of Commissioning

 Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Project Manager confirms that all the outstanding items on the deficiency tracking Log have been completed and verified.

[ ]  [ ]  [ ]  Project Team has met with the Client/End User, FM Lock Shop and UHPD to confirm the process for transferring security of the facility from the Contractor to the Owner.

 Recommend prior to commissioning.

 Includes coordination with local Fire Department, if the facility includes a knox box.

 Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Project Team conducted a courtesy walk with the Registered Accessibility Specialist to confirm compliance with TAS.

 Recommend after completion of all interior walls.

 Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Project Manager discussed the Substantial Completion checklist with the Contractor.

 Special inspection requirements

 Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  TAS has been reviewed by the A/E during pre-final inspections, and a site inspection with a Registered Accessibility Specialist has been held with the Project Manager and A/E.

 Recommend scheduling prior to Substantial Completion.

 Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Draft copies of the O&M Manuals and As-Builts have been submitted by the Contractor to the A/E for review and comment.

 Date of delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  The Project Manager confirms all signage and way finding installed by the Prime Contractor has been installed and punch list items are complete.

[ ]  [ ]  [ ]  Project Manager has notified Risk Management of Insurance start date, for equipment valued over $5 million a separate notification is required at least 15 calendar days in advance of need.

 [Equipment Insurance Reporting Form](http://www.uh.edu/plantops/emanual/forms/Equipment-Insurance-Reporting.pdf).

[ ]  [ ]  [ ]  Project Manager has notified Risk Management of required Property Insurance start date for the new building. Notification to Risk Management is required at least 30 calendar days in advance of need.

 [Property Insurance Reporting Form](http://www.uh.edu/plantops/emanual/forms/Property-Insurance-Reporting.pdf).

[ ]  [ ]  [ ]  The Project Manager initiates final construction cost audit.

**THE FOLLOWING ACTIVITIES ARE PREREQUISITE FOR SUBSTANTIAL COMPLETION**

**The following items must be completed in order to obtain Substantial Completion**

YES NO N/A

[ ]  [ ]  [ ]  PM confirms the life safety requirements of the Fire Marshal have been met and a CO has been issued.

[ ]  [ ]  [ ]  Architect/Engineer conducts Final Punch list.

**THE FOLLOWING ACTIVITIES OCCUR AFTER SUBSTANTIAL COMPLETION**

YES NO N/A

[ ]  [ ]  [ ]  Cylinder locks have been properly installed and tested.

 Arrangements for installing of University cores have been confirmed.

 Date of Installation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Confirm that key biting charts have been delivered directly from the manufacturer to the FM Lock Shop.

 Date of Delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Verify all permanent keys have been delivered directly from the manufacturer to the FM Lock Shop.

 Date of Delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On any renovation project where the University’s cylinders are to be removed and replaced with new cylinders, verify that the removed non-usable cylinders have been returned to the FM Lock Shop.

 Date of Delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Project Manager notifies Facilities Management of warranty completion dates one year from Substantial Completion.

[ ]  [ ]  [ ]  Project Manager notifies Grounds of landscape maintenance commencement date.

[ ]  [ ]  [ ]  Project Manager coordinates attic stock supply turnover from Contractor to Facilities Management.

 Recommend between Substantial and Final Completion.