**TRANSITION PLANNING AND EXECUTION**

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

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

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

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

**THE FOLLOWING ACTIVITIES OCCUR DURING THE TRANSITION PLANNING AND EXECUTION**

YES NO N/A

Project Manager has setup Transition Meeting with FM, End Users, IT, Public Safety, Building Coordinator and Contractor.

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

Notifications matrix

FM requirements checklist

Project Manager ensures coordination of keying requirements between Lock Shop and Client/End Users.

Project Manager has notified locksmith of required cores and date needed. Project Manager submits Work Request Form.

Date of notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key core installation Work Request Form submitted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager notifies Facilities Management, Risk Management, Client, Building Coordinator of

Substantial Completion and projected opening date.

Date of notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager schedules last building turnover meeting

Recommended attendees – Facilities Management, Utility Infrastructure, Client/End Users, Public Safety Business Services, Building Coordinator and Information Technology

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

Recommended after Certificate of Occupancy is received.

Project Manager provides Transition Team updates on activities every two weeks until Substantial Completion is obtained.