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| <b>UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY<br/>FP&amp;C PROJECT MANAGER'S PROCEDURES MANUAL</b> | <b>ATTACHMENT E102-A</b> |
| <b>FP&amp;C Project Close-Out Checklist</b>  | Date Completed:          |
| Project Name:  | FPC Project No.:         |
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| #  | TASK  | ACTION                            |                                       |                              |
|----|---|-----------------------------------|---------------------------------------|------------------------------|
| 1  | Complete start-up, testing, and shake-out of building systems with GC or CM, Physical Plant, A/E, (possibly Commissioning Agent)                      |                                   |                                       |                              |
| 1a | Hold in-service/training session for each major Division 14, 15, and 16 trade, with GC or CM, Trade Contractor, and Physical Plant                    | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 1b | Hold in-service/training session for major fixed equipment, with GC or CM, Trade Contractor, Physical Plant, and End User if need be                  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 1c | Pass around then collect Sign-In Sheet at in-service/training   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 1d | Submit videotape of in-service/training sessions to Physical Plant & obtain signed receipt from Physical Plant  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 2  | Lead and/or coordinate construction Punch List Inspections and compile appropriate comments into a single document                                    |                                   |                                       |                              |
| 2a | Obtain CM Punch List  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 2b | Obtain A/E Punch List   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 2c | Obtain End User Punch List  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 2d | Obtain Building Administrator Punch List  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 2e | Inspect for and compile FP&C Punch List   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 3  | Demonstrate and turnover specialty systems  |                                   |                                       |                              |
| 3a | Complete start-up, testing, and shake-out of tele-data systems with IST and End User  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 3b | Complete start-up, testing, and shake-out of audio/visual systems with Contractor, IST, and End User  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 3c | Complete start-up, testing, and shake-out of security, CCTV, and access control systems with Contractor, Public Safety, and End User                  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 3d | Transmit specialized O&M information to appropriate Departments or End Users as required  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 3e | Transmit specialized information regarding medical equipment, radiation-producing equipment, etc. to appropriate Departments or End Users as required | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |

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| 4  | Lead and/or coordinate FF&E Punch List Inspections and compile appropriate comments into a single document                              |                                   |                                       |                              |
| 4a | Obtain Furniture Vendor's Punch List  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 4b | Obtain End User Punch List for FF&E   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 4c | Obtain Building Administrator Punch List for FF&E   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 4d | Inspect for and compile FP&C Punch List   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 5  | Close-out Punch Lists (Construction and FF&E)   |                                   |                                       |                              |
| 5a | Confirm completion of appropriate Punch List Items in writing   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 5b | If Punch List Items will not be addressed for legitimate reason, inform party(ies) who made the comment(s)                              | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 6  | Schedule final cleaning, using Physical Plant forces  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 7  | Obtain appropriate Certificates and Approvals   |                                   |                                       |                              |
| 7a | Obtain Temporary Certificate of Occupancy and forward to Central File   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 7b | Obtain Certificate of Occupancy and forward to Central File and distribute as noted in Procedure E103                                   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 7c | Obtain approvals from DOHSS or other licensing agency   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 7d | Obtain approvals from NIH or other funding source   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 8  | Submit three (3) complete Operation and Maintenance Manuals to Physical Plant   |                                   |                                       |                              |
| 8a | O&M Manual shall include Certificate of Substantial Completion, indicating date of commencement of Warranty                             | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 8b | O&M Manual shall include Project Warranty from GC or CM and all specific warrantees (roofing, windows, etc.)                            | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 8c | O&M Manual shall include list of major and specialty Trade Contractors, including firm name and address, contact name, and phone number | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 8d | O&M Manual shall include information on any and all service contracts provided as part of construction                                  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |

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| 8e  | O&M Manual shall include maintenance instructions for finishes, surfaces, and equipment   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 8f  | O&M Manual shall include operating instructions for equipment   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 8g  | O&M Manual shall include copies of all valve schedules, electric panel directories, and similar information   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 8h  | O&M Manual shall include copies of all certification reports (medical gas, sprinkler piping, etc.)  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 8i  | O&M Manual shall include copies of all HVAC Testing, Adjusting, and Balancing Reports; TAB Report must be completed by independent firm retained by FP&C  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 8j  | Attach one (1) full set of As-Built Drawings, on bond, to O&M Manual  |                                   |                                       |                              |
| 8k  | Hand-deliver all material described above, with two (2) copies of Cover Memorandum, and obtain signature from recipient; forward one (1) copy of signed Memorandum to Central File  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 9   | Submit one (1) complete set of asbestos abatement information to Physical Plant, including Waste Manifests and Final Report   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 10  | If specifically requested by Physical Plant prior to development of Contract Sum or Guaranteed Maximum Price, submit attic stock to Physical Plant, with Letter of Transmittal listing types and quantities of materials; obtain signature from recipient; forward one (1) copy of signed Transmittal to Central File | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 11  | Ensure that all new utilities have no pending fees and that Physical Plant is aware of and has information on new utilities   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 12  | Ensure that new elevators are registered with the Department of Community Affairs, pay Registration Fees, and forward Registration Numbers to Physical Plant  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 13  | Process As-Built documents  |                                   |                                       |                              |
| 13a | Confirm adequacy and compliance with requirements of Procedure E101   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 13b | Provide to Director of Construction with Memorandum as per Procedure E101   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |

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|-----|--|-----------------------------------|---------------------------------------|------------------------------|
| 14  | Confirm removal of temporary facilities  |                                   |                                       |                              |
| 14a | Verify that construction office trailers have been removed from campus and site restored   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 14b | Verify that temporary utilities (water, sewer, electric) have been removed and permits for the temporary utilities have been closed out  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 14c | Verify that temporary phone and fax lines are disconnected and cancelled through the IST Help Desk                                       | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 15  | Verify proper provision of all signage   |                                   |                                       |                              |
| 15a | Verify code signage  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 15b | Verify door and small message signage  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 15c | Verify wayfinding signage  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 15d | Verify Evacuation Plans  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 16  | Verify proper installation of artwork  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 17  | Forward Assets Management Inventory Tags to End User Liaison with standard cover memo  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 18  | Inform End Users, Building Administrators, and/or University Departments in writing of any special conditions or legal/regulatory issues | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 19  | Close out financial documents  |                                   |                                       |                              |
| 19a | Prepare final IDT memo for signature of Director of Construction   | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 19b | Resolve any time or cost claims  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 19c | Approve all final Invoices and Applications for Payment  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 19d | Prepare Purchase Requisitions to close or zero-out Purchase Orders after final payments have been cleared                                | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
| 20  | Complete all close-out paperwork as described in Procedure E103  | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |

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|----|--|-----------------------------------|---------------------------------------|------------------------------|
| 21 | Miscellaneous items required by specific contracts submitted as required | <input type="checkbox"/> Complete | <input type="checkbox"/> Not Complete | <input type="checkbox"/> N/A |
|----|--|-----------------------------------|---------------------------------------|------------------------------|

Project Manager's signature confirms that applicable requirements have been met, and information provided above is accurate:

\_\_\_\_\_  
*Signature* *date*

Senior Project Manager's signature confirms that accuracy of Project Manager's submission:

\_\_\_\_\_  
*Signature* *date*

Forward to Director of Construction after completion, review, and signatures.