

AATC PROJECT TURNOVER CHECKLIST

Project PMs or CMs will be requested to provide all of the following:

I. Preconstruction

- 1 A copy of 100% (for construction) or Permit drawings /specs (if not provided by P&D).
- 2 A copy of any drawing revisions that revise life safety or MEP systems.
- 3 Written acknowledgement and/or response to any AATC drawing review comments.
- 4 Written acknowledgement and/or response to *AATC Construction Procedures* document.
- 5 Written notification of any pre-existing maintenance concerns (that will not be addressed by the project).
- 6 Project schedule identifying demo, construction start, pre-ceiling/wall closures, substantial completion, and activation of any life-safety/MEP equipment.
- 7 Dates for AATC to walk construction spaces immediately following demo, before ceiling/wall closures, and at turnover of MEP/life safety equipment (as applicable).
****A list of discrepancies will be provided as necessary after each walk-through. ****
- 8 List of subs, contact info for PM, and Onsite Superintendent
- 9 Invitation to kick-off/precon and regular progress meetings **with the GC** (through the PM if necessary) to discuss project progress
- 10 For Concessions Work: Provide final meter reading on utility request form per *AATC Construction Procedures* document.

II. Construction

- 1 Access to construction space
- 2 Notification of construction start a min of 24hr in advance (if different from the previously provided project schedule)
- 3 All schedule updates (especially changes to AATC observation dates), including but not limited to typical project look-aheads requested by Owner .
- 4 Complete AATC demo, prewall, preceiling, walk-through discrepancy checklist items.
- 5 Transmittal for any/all equipment that is turned over to AATC
- 6 For Concessions Work: Provide meter activation date on utility request form per *AATC Construction Procedures* document.

III. Substantial Completion or min two (2) weeks prior to turnover to AATC (Close-out Documents)

All of the following items should be submitted at the same time.

- 1 O/Ms for all newly installed MEP/Life Safety equipment
- 2 MEP/Life Safety As-builts (redlines) by trade
- 3 MEP/Life Safety Warranties
- 4 Controls Sequences/Wiring Schematics and Updated Graphics **(for all projects requiring controls work)**
- 5 Commissioning Reports
- 6 Test and Balance (TAB) Reports
- 7 Updated single-line drawings
- 8 Testing Reports/Coordination Studies
- 9 Owner Training Schedule & Agenda (training to be provided before turnover)
- 10 Attic Stock Transmittal (indicating quantities and expected turnover date)
- 11 Written notification of completion of AATC discrepancy checklist items
- 12 Written request for AATC acceptance (via e-mail or letter)
****AATC will issue the AATC Acknowledgment of Deliverables letter upon completion of items 11, 12, and turnover of applicable close-out documents.**

****AATC reserves the right to decline maintenance and servicing the equipment included within the scope of this project until satisfactory completion of the above checklist items.****

IV. Post Turnover

- 1 Remaining/full project asbuilts, O&Ms (if not previously provided)
- 2 Attic Stock Turnover (with all products labeled)
- 3 Copy of Certificate of Occupancy