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

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