

1 General Requirements Checklist

		Status	Accepted By	Sent to FMIS Team
1.1	Project Record Documents			
	Paper copies of Record Drawings			
	Electronic copies of Record Drawings			
	Utility Site Plans:			
	Water (include valve locations)			
	Sanitary Sewer (include clean-out locations)			
	Electrical (vaults, transformers, primary feeders, and disconnects)			
	Gas (include primary devices and shut-offs)			
	Certificate of Occupancy (temporary and permanent)			

		Status	List posted to Share Point	List Complete?
1.2	Service Provider/Supplier Contact List			
	Complete master listing of the name, address, telephone number, pager number, email address of Architect, MEP Engineers, Gen. Contractor, sub-contractor and suppliers.			
	Click here for contact list			

		Door or cabinet locked?	Keys readily available?
1.3	Locks and Keys		
	Building Exterior		
	Building Interior		
	Dock Doors		
	Roof Hatch		
	Generator		
	Fire Alarm Panel		
	BAC System Cabinets		
	Security System Cabinets		
	Elevators		
	Electrical Panels & Switchgear		

