

# 1 General Requirements Checklist

		Status	Accepted By	Sent to FMIS Team
<b>1.1</b>	<b>Project Record Documents</b>			
	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?
<b>1.2</b>	<b>Service Provider/Supplier Contact List</b>			
	Complete master listing of the name, address, telephone number, pager number, email address of Architect, MEP Engineers, Gen. Contractor, sub-contractor and suppliers.			
	<a href="#">Click here for contact list</a>			

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

