475 BRANNAN

PRE CONSTRUCTION CHECK LIST



FLOOR \_\_\_\_\_\_\_\_\_ ZONES\_\_\_\_\_\_\_\_\_\_ TENANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* PLACE CONSTRUCTION MATTING AT ENTRANCES
* SEAL ALL VENTILATION DUCT WORK
* SEAL ALL DOORS AND GAPS LEADING TO COMMON AREAS
* MAKE ALL MSDS AVAILABLE ON WORK SITE
* PROVIDE LIST OF CONTRACTORS
* PROVIDE WORK SCHEDULES
* PROVIDE PERMITS

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POST CONSTRUCTION CHECK LIST

FLOOR \_\_\_\_\_\_\_\_\_ ZONES\_\_\_\_\_\_\_\_\_\_ TENANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* UPDATE EMERGENCY SHUTOFF AND EQUIPMENT FLOOR PLANS
* UPDATE FIRE ALARM POINTS MAPS
* UPDATE MONTHLY LIFE SAFETY INPECTION MAPS AND CHECKLIST
* UPDATE FIRE EXTINGUISHER MAPS AND CHECKLIST
* UPDATE KEYING SYSTEM LOGS
* UPDATE EMERGENCY PHONE CONTACTS
* ESTABLISH REQUIRED SERVICE MAINTENANCE CONTRACTS
* UPDATE ASBUILT DRAWING INDEX
* ESTABLISH FINAL PERMIT FOLDER
	+ Include all special inspection reports and signoff
* GENERAL CONTRACTOR TO SUPPLY DIGITAL FORMAT OF ASBUILTS

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* Architectural Drawings Hard/Digital Copy
* Mechanical Drawings Hard/Digital Copy
* Electrical Drawings Hard/Digital Copy
* Plumbing Drawings Hard/Digital Copy
* Fire Protection Drawings Hard/Digital Copy
* Fire Alarm Drawings Hard/Digital Copy
* Structural Drawings Hard Copy
* Misc. drawings Hard/Digital copy
* Provide final air/Water balance reports
* Provide signed approved submittal binder. Owner furnish equipment can be excluded.
* Provide O&M binders
	+ Include paint index with manufacture color codes and finishes.
	+ Include tile and carpet manufacture color codes and specs.