

Project Name and Number



Turnover Checklist

GENERAL CONTRACTOR INFORMATION

Company name:	
Address:	
Telephone number:	
Start Date	
Completion Date	

CHECKLIST

<input type="checkbox"/>	Certificate of Occupancy	<ul style="list-style-type: none"> If applicable
<input type="checkbox"/>	Training	<ul style="list-style-type: none"> Training (DVD copies)
<input type="checkbox"/>	O & M Manuals and Preventative Maintenance Schedule	<ul style="list-style-type: none"> Has this been submitted to AATC
<input type="checkbox"/>	Warranties & guarantees required by contract	<ul style="list-style-type: none"> List of warranties and associated trade Verify start date(s)
<input type="checkbox"/>	Mechanical	<ul style="list-style-type: none"> HVAC Pre & Post Test & Balance Report Commission Report- if required TAB –approved by Architect or CH2M Engineer BMS (Business Management System) Control Drawings– Should be included on As-builts
<input type="checkbox"/>	Fire Suppression	<ul style="list-style-type: none"> Pre & Post Test inspections Hydrostatic test papers (2HR pressure test 200 pound) Hydraulic Calculations (if needed) Data sheet on system(s)
<input type="checkbox"/>	Electrical	<ul style="list-style-type: none"> New panel/switchgear- has breaker been tested & rated Drawings identifying all breaker controls /AS-builts BUSDUCT- date of test (should be listed on asset) Update panel schedule Associated O&Ms

		<ul style="list-style-type: none"> • Lighting SPEC
<input type="checkbox"/>	Roof Warranty	<ul style="list-style-type: none"> • Roof warranties • Lighting protection • UAL Certification • Drawing showing area(s) that are warranted
<input type="checkbox"/>	Attic Stock	<ul style="list-style-type: none"> • Provide name of product, manufacturer, product location and contact information • Amount of attic stock turnover should match contract/agreement
<input type="checkbox"/>	Subcontractor Information	<ul style="list-style-type: none"> • List all subcontractor's trade and contact information for work performed
<input type="checkbox"/>	Punch list	<ul style="list-style-type: none"> • Substantial Completion to include punch list
<input type="checkbox"/>	AATC Acceptance of Turnover Date	<ul style="list-style-type: none"> • Has punch list reached 100% completion? • Final Acceptance letter with signatures • Has AATC accepted and signed off