# FM Project Requirements for Turnover and Closeout:

*These requirements do not apply to Cancelled Projects*

[https://www.fm.wmich.edu/intranet/tools_templates](https://www.fm.wmich.edu/intranet/tools_templates) *Closing a Project or Phase – T&C Workbook*

## Summary:

1. Project Manager (PM) initiates the Turnover & Closeout Workbook (T&C) which consists of:
   - FM-594 – Project Description Form
   - FM-586 – Project Turnover Checklist – 3 signatures required*
   - FM-596 – Project Closeout Form – 3 signatures required

   *\* commissioning signature required for capital projects.*

2. PM changes project status to P6 in TMA and completes the FM-594 (saves to project folder and sends to the Facility Records Department (FR) fm-facilityrecords@wmich.edu)

3. PM changes the project status to P8 and completes the FM-586 (saves to project folder with Construction Admin/PM and Department Signatures)

4. FR receives automated weekly P8 status report and reviews project folder for:
   - complete FM-594 and FM-586
   - compliant naming
   - document content against TMA

5. FR reports deficiencies to PM (or) accepts the project for maintenance 1st response.
   In cases where PM is not responsive (when FR does not receive an out of office reply or direct reply to specific FR questions and concerns regarding deficiencies within 5 business day):

   - FR will forward the email to PMs Director
   - FM maintenance services will not respond to any related work orders in project area
   - Any problems or questions regarding project area will be diverted to the PM

6. When FR and PM are in agreement that sufficient project documentation and necessary actions for turnover and maintenance 1st response is complete, FR signs FM-586, saves to project folder and notifies PM.

7. To close the project with the Business Office (BOPs), the PM completes section A of the FM-596 and saves to the project folder with PM and Department Director Signatures and notifies FR. This step can be combined with step 3 on projects that are able to close at turnover.

8. FR confirms any pending FM-586 items and completes Section B of the FM-596, signs, saves to project folder and sends to PM copying BOPs.

# Narratives:

**FM-594 Project Description Form:**

The purpose of this form is to provide Facility Records (FR) with a basic project overview so FR can:

1. facilitate and/or forward required updates to FM databases and systems prior to P8 - substantial completion
2. provide a preliminary review of documentation and offer guidance to project managers (PMs) regarding potential deficiencies
3. quickly classify project for their final review and archiving process

PM completes the form at the beginning of P6 when the construction budget has been approved by:

1. **identifying project location** – this is typically a building number, but can be complicated if multiple buildings or spaces outside buildings are involved.  Contact FR with questions or refer to the Project Location Matrix in the workbook.
2. **classifying project type** – along with location, the type establishes how the project folder will be archived.  Rather than classifying everything a project, distinguishing type will make it easier to find pertinent information later.  For example, study only projects will be of little significance to operations, however, may be valuable for future planning or projects.
3. **considering project impact on FM databases and systems and checking any that apply** – if there are any questions regarding applicability of project on a particular database or system, PM should inquire with the department/person listed.  Although the PM is not responsible for the actual updates, they must provide the required information.  Listing the specific document file name which provides the information allows for timely updates required by P8.

You can call or email Facility Records with any questions regarding this form:

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**FM-586 Project Turnover Checklist:**

The purpose of this checklist is to assure essential requirements have been met for a successful turnover of the project by the project manager (PM) to Maintenance Services. Any maintenance concerns relating to a project that has not completed an FM-586 will be directed back to the PM.

PM completes the form at the beginning of P8 – substantial completion by reviewing each item for applicability by checking each box. If the item is not applicable to the project it is still checked but noted N/A. The PM can also use the form to note any item deficiencies or provide specific file names or folder location relating to the item.

1. All completed documents for this items are typically not available at substantial completion. Provide anticipated date noting our professional service agreement(s) (PSA) requirements:
    a. The Construction Manager (CM) or General Contractor (GC) is to deliver **as-built documents** throughout construction on a monthly basis for owner review. It is expected that all as-builts have been completed at substantial completion and forwarded to the WMU PM and the project Architect/Engineers (A/E). As-builts are drawings and specifications developed on the construction drawing and specification package (including change orders) that are marked and noted by the CM or GC to capture changes in the field. As-builts should be marked as such and indicate a contact person for that can discuss mark and notes on the CD package. As-builts may also be referred to as redlines and should be distinguished from the A/E record documents.
    b. The A/E **record documents** are developed based on the contractor provided as-builts and are to be delivered to the owner within 4 weeks after CM/GC delivery. The A/E is contractually obligated to name per our naming convention. The drawings should be issued for Record on the title blocks with a new date.
    c. No final payments should be made until complete as-built and records documents have been received and reviewed.
2. Submittals and O&Ms should be filed and named to convention. Note any exceptions.
3. Space Names, Equipment numbers and room numbers updated in TMA for Bronco FixIt and Preventative Maintenance scheduling. Verify with Facility Records
4. Simple Floor Plans generated or updated and available on Tech Web. Verify with Facility Records.
5. Should be completed by substantial completion unless weather prohibits exterior door labeling. If weather prohibits – provide evidence of project funded work order to cover labels.
6. All required certificates, inspections etc. collected and filed accordingly
7. Certificate of Substantial Completion/Punchlist – In the case of capital projects the certificate will be an AIA document (G704) providing the commencement date for warranty start signed by the architect, contractor and owner. In house projects will use the same form with design lead, shop 9 supervisor, and ultimate decision maker's signatures. Attached will be the Punchlist, listing work not conforming to construction document package that must be completed prior to final payment. The substantial completion date can also be listed on Punchlist for smaller projects not requiring AIA document.
8. Provide a warranty summary that provides warranty duration and division for each project item that includes a warranty. Warranty letters or any other proof of warranty should be collected and filed accordingly.
9. Check box. If completed there will be not anticipated date. Provide anticipated date for completion if there are open items. Note N/A if there was not a Punchlist.

10. List of all items specified and ordered for attic stock that includes division, manufacturer, make, model, quantity received and building and room number items are stocked.
11. Issued by commissioning agent, N/A if project does not include commissioning.
12. Note any open MEP issues or deficiencies.  Consult with Engineering design lead(s).
13. All test and balance reports (TABs) collected and filed accordingly.  Consult with Engineering design lead to determine if TABs will be required.
14. Note and provide related documentation including attendance/sign in sheets.
15. PM to confirm with Kirk Dillery
16. PM requests with Building Security Supervisor – Bob Coffman
17. PM coordinates with Building Coordinator and all required parties

All 17 items checked or none of the above checked – 3 signatures required – save to project folder.


**FM-569 Project Closeout Form:**

1. To close a project with the Business Office the PM completes Section A by adding the following:
   - Closing Date - the month, last day of the month and year anticipated to close.  This will be updated by Facility Records if the final approval has occurred past the date anticipated.
   - Account # in TMA (F&CC)
   - Project Budget at Closeout
   - Actual Spent at Closeout
   - Notes – add any notes specifically relating to budget if necessary
2. PM saves form to project folder with PM and Director Signatures and sends to the Facility Records Department (FR) fm-facilityrecords@wmich.edu
3. FR completes Section B
   - Checks that the FM-594 was completed
   - Checks that the FM-586 was completed and confirms any pending items
4. If it appears that all requirements are met, FR signs and saves to the project folder, updates closing date if needed, sends a copy to PM and copies BOPs to close the project.

You can contact Business Operations – Monica Orsolini -with any questions on Section A – Phone: 78524