

# WESTERN MICHIGAN UNIVERSITY

## FM-586 Project Turnover Checklist for Maintenance Services/Operations First Response

PM to complete at the beginning of P8 and save to project folder

Project #:

Project Title:

Project Manager:

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Check each box, comment N/A for items that are not applicable to the project

- 1  As Builts, Records Drawings, BIM files if contracted  
Provide anticipated date of arrival  
As Builts anticipated date: \_\_\_\_\_  
Record Drawings anticipated date: \_\_\_\_\_  
BIM files anticipated date: \_\_\_\_\_
- 2  Approved Submittal and O&Ms
- 3  Space Names, Equipment and Room Numbers updated in TMA, for Bronco FixIt and PM Scheduling  
Facility Records facilitates.
- 4  Simple Floor Plans Generated or Updated and Available on TechWeb  
Facility Records facilitates.
- 5  ADA room signage and exterior door labels completed or ordered and funded from project
- 6  Certificates, Inspections, etc.
- 7  Certificate of Substantial Completion/Punchlist
- 8  Warranty Summary/Letter  
Provide warranty duration and division for each item.
- 9  Punchlist Work Completed or  
Anticipated date: \_\_\_\_\_

10  Attic Stock List  
Provide division, manufacturer, make, model, quantity, and location.

11  Final Deficiency Log (issued by commissioning agent)

12  All Major MEP Systems Installed and Operating per Design  
Engineering Lead to verify.

13  Test and Balance Reports

14  All Maintenance (Owner) Training Complete and Documentation with Attendance Submitted

15  Controls and Graphics Complete

16  Card Access Granted

17  Keys Distributed – Stockroom, DPS, Appropriate Maintenance Shops

None of the above items are required or applicable

**SIGNATURE CERTIFICATION – All applicable items are successfully completed, and project is ready for maintenance/operations turnover for first response.**

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Construction Administrator/Project Manager Date

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Department Director Date

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Building Commissioning Specialist (required for capital projects only) Date

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Facility Records Date