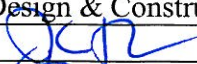


**Standard Operating Procedure (SOP)
Project Closeout – Turnover to O&M**

SOP No.	DC-7125	Revision :	
Department:	Design & Construction	Date:	6/23/2015
Dept. Head Approval:		Date:	1/8/2016
Director Approval:		Date:	1/8/16

Purpose

To establish guidelines for project managers closing out a project, ensuring that the construction phase is closed properly, all project documentation is archived, and all appropriate departments are notified of the project being closed.

Responsibility

1. The following people are responsible for following this SOP:
 - 1.A. Project Managers
 - 1.B. Document Control Supervisor
 - 1.C. Associate/Assistant Directors
 - 1.C.1. Maintenance
 - 1.C.2. Roads & Grounds
 - 1.C.3. EH&S
 - 1.C.4. Operations
 - 1.C.5. Public Safety
 - 1.D. Maintenance Supervisors
 - 1.E. Operations Managers
 - 1.F. Financial Analyst
 - 1.G. PM Administrative Support

Definitions

1. **Building Occupancy:** when “the owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor.” Reference section 9.9 of AIA, Partial Occupancy or Use. When facility users are conducting daily business in the work space.
2. **Substantial Completion:** “the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.” Reference section 9.8 of AIA, Substantial Completion. This date is contractual.
3. **Turn Over (TO):** time where the building maintenance changes from the contractor’s responsibility to the owner’s responsibility.

Procedure

1. Save a copy of this form on the N: drive under folder “5.14 Closeout”.
2. The PM should start this document prior to substantial completion. It is suggested that columns labeled as “target date”, “required for...”, and “responsible party” are filled out prior to construction completion of 90%.
3. For any questions about the form or any necessary changes, please submit a request using the “Standard Operating Procedure Form” button on the SOP forms page for WVU’s Facilities Management



PROJECT CLOSEOUT CHECKLIST

Project Name:

WVU Project Number:

Project Manager:

Project Engineer:

	Complete	Targeted Date	Completed Date	Required for...	Responsible Party	Notes
Key Target Dates						
• Substantial Completion						
• Building Turnover to FM						
• Building Occupancy						
Prior to Substantial						
<i>Building-Wide</i>						
• Building Automation Systems Tied-In to FM						
• Elevator Dialer Installed & Activated						
• Fire Alarm Systems Dialer Tied-In						
• Notify WVU-Risk Management						
• Preliminary Punch List by Contractor						
• Utilities Transferred to Owner						
<i>Commissioning</i>						
• Electrical						
• HVAC						
• Other...						
• Test & Balancing Report						
<i>Create Contractor's Closeout List for Review</i>						
• List by Divisions from Project Manual						
Substantial Completion						
<i>Building-Wide</i>						
• Building Final Cleaning						
○ Contractor						



○ Owner						
• Certificate of Occupancy						
• Department of Health Inspection						
• Door Keying/Turnover Key Blanks						
• EH&S Inspections						
○ Eye Wash Stations						
○ Fume Hood Certification						
• Electronic Card Access Programming/Verification						
• Elevator Inspection						
• Inspection By Trades						
○ Electrical						
○ Fire Control						
○ Mechanical						
○ Plumbing						
• Interior Signage						
• Parking Turnover						
• Verify Operation of Telecommunications						
<i>Fire Safety</i>						
• Fire Alarm Test						
• Install Knox Box Keys/Cover						
• Sprinkler System Inspection/ Testing						
• State Fire Marshal Final Inspection						
<i>Training</i>						
• Schedule All Training						
• Electrical						
• Fire Alarm						
• HVAC						
• Mechanical						
• Sprinklers						
• Other...						
• Video All training						
<i>O&M Manuals</i>						
• Electrical						
• Elevator						
• Fire Alarms						
• HVAC						



• Plumbing						
• Other...						
• Equipment Data Sheets						
<i>Owner Supplied Items</i>						
• Audio Visual Package						
• Custodial Equipment						
• Exterior Benches						
• Exterior Signage						
• Exterior Trash & Recycling Receptacles						
• Information Stations						
• Interior Furniture						
• Interior Trash & Recycling Receptacles						
• Lecterns						
• Mailbox Units						
• Restroom Maintenance Supplies						
• Time Clocks						
<i>Owner Orientation/Walk-Through</i>						
• Building Users						
• FM Custodial						
• FM Electrical Shop						
• FM HVAC Shop						
• FM Plumbing Shop						
• FM Roads & Grounds						
• FM Zone Shop						
• Local Fire Department						
• WVU Fire Control						
• WVU ITS						
• WVU University Police (UPD)						
<i>Final Completion</i>						
<i>Building-Wide</i>						
• Attic Stock						
• CAD Drawing Files						
• Complete Closeout Documents in SOP						
• Final Commissioning Report						
• Punch List Complete						
<i>Evaluations & Surveys</i>						
• Contractor & Architect Evaluations						



• Lessons Learned						
• Sent Customer Survey						
<i>Submit to Document Control</i>						
• All Warranties						
○ Contractor						
○ Flooring						
○ Glass						
○ HVAC						
○ Mechanical						
○ Plumbing						
○ Roof						
○ Other...						
• Hard Copy of O&Ms						
• Hard Copy Record Set of Drawings						
• LEED/Sustainability Documentation						
• Other...						