



CHECKLIST ITEM	
01.	Construction Kick-off Meeting with Key Stakeholders, FM Shops, Commissioning Agent, EH&S, etc. including review of construction logistics plan, construction and submittal schedules, project-specific safety plan, etc.
02.	Periodic OAC meetings including review of submittal and change logs, updated project schedule, and project risks.
03.	Periodic walkthrus with FM Shops, Cx Agent, etc.
04.	Coordinate other vendor scopes such as abatement, audio-visual, furniture, specialty equipment relocation and hook-up, safety/security, asset tagging, and room signage.
05.	Certificate of Substantial Completion issued. Occupancy inspections completed (TCO).
06.	O&M Manual (at least draft version) delivered to Space Information, and Facilities Operations training complete.
07.	Coordinate pre-