



**Facilities Planning and Construction**

UCF Project Manager: \_\_\_\_\_ Project No. \_\_\_\_\_ Building No. \_\_\_\_\_

Project Description: \_\_\_\_\_

Date Submitted PRMT APP.: \_\_\_\_\_ Cert. of Completion / Occupancy Received: \_\_\_\_\_ As-built Issue/Revision: \_\_\_\_\_

Scope: NEW (Construction), REM (Make Over/Alter the Structure), REN (Repair or Replace), ROOF, SITE, HVAC, ELEC, SITE, FIRE, MAIN CAMPUS

Project documents are to be delivered to Maritza Tibbetts: (2) Hardcopies, (1) Electronic Copies, (1) 1/16" Scale Copy

General ITEM(S) Provided:	Hardcopy Included	Electronic Included
Base Drawing with Square Footage (Space Planning)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Record As-Built Drawings (All Disciplines) (PDF/CAD/BIM-All X-References, Sheet Titles, Fonts, Line Types, Images)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Completed Punch list	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Warranties, Special Warranties, Warranty Letter, Equip Log Sheet, List of vendors	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Owner Training Completed /Video (All Disciplines)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Turnover Letter	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Substantial Completion Verification Form (Cert of Completion/Occupancy)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Reports (All Disciplines) , Inspections (Threshold, All Disciplines)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
RFI's , ASI's , SUBM - LEED Cert. /Cut-Sheets , Project Monthly Reports, Shop drawings , Redline Drawings, Disposable Manifest LOG, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Project Manual ( Specification Book)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Close Out Documents (Lien Releases, Contact List, Construction Manager Warranty, Etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Operation & Maintenance Manuals (All Disciplines)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Commissioning Report (HVAC, IEQ/IAQ, Building Envelope, Etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
LEED Certification ( Record LEED Materials Log)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
UCF Building Permit Card & Inspection Sign Offs (EH&S)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>Landscape / Grounds / SITE work / Aerials</b>		
Topo Survey, Site Survey, Utility Survey, Soil Treatment	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Site Plan, Landscape Plan, Hardscape Plan, Irrigation Plan	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Geo-Tech Report	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>Mechanical</b>		
Test & Balance Reports	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Control Manuals	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Schematics	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
List of Vendors	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Misc. Items	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>Electrical</b>		
Scope of Work, List of Vendors, Schedules (Panel Boards, Switchboards etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Certificate of Completion & Permits	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Generator Load Tests, Panel Board Scheduled w/ Load Calculations per NEC	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Test Reports, Inspection Reports / Inspection Sign Offs	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Access Control / Manuals	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Lighting Protection	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Misc. Items	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>Plumbing</b>		
Scope of Work, List of Vendors, Schedules, Details, Risers & Site Plan	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Certificate of Completion & Permits	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Flow Test Reports for all safety shows and eyewashes	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Misc. Items	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A

<b>Life Safety / Fire Alarm / Fire Suppression / Protection System</b>	<b>Hardcopy Included</b>	<b>Electronic Included</b>
Fire Alarm System Manuals (include monitoring, panels, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Alarm Site Specific Program File on Magnetic Media w/ All Passwords	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Alarm System Log book with records below	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Alarm System Records w/NFPA 72 papers, sensitivity reports, dB readings, SFM inspection approval letter, locator map (pdf ,dwg, and hardcopy)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Alarm As Built Record Drawings (PDF/CAD/BIM-All X-References, Sheet Titles, Fonts, Line Types, Images)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Alarm Training provided and UCF Record Forms Included	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Alarm Warranty Statement	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Smoke Control System Manual , Operation, and Testing Documentation	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Smoke Control UCF Summary Form	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Mass Notification System Manual, Operation, and Testing Documentation	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Mass Notification UCF Summary Form	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Suppression System Manuals Sprinkler\Standpipe\Pump	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Suppression System Manual Hood Suppression	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Suppression System Manual Clean Agent	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Suppression As Built Record Drawings for each system noted above. (PDF/CAD/BIM-All X-References, Sheet Titles, Fonts, Line Types, Images)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Fire Suppression Acceptance test records and SFM inspection approval letters for each system noted above	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Proof of Fire Resistance for all Interior Finishes	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Proof of Fire Resistance and Certificate for all Curtains and Fabrics	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Misc. Items	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>Building Finishes</b>		
Samples (Carpet, Wall-Covering, Paint Color & Color Chart, Etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
List of Vendors & Order Numbers	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Misc. Items	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>ATTIC Stock (Spare Part, Tool &amp; Materials)</b>		
Samples (Misc. Items)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
List of Vendors & Order Numbers	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>Roof (Flex Membrane, Hatch, Canopy, Etc.)</b>		
Warranty Certificate with Serial Number	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
As Built Record Drawings (PDF/CAD/BIM-All X-References, Sheet Titles, Fonts, Line Types, Images)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Flex Membrane, Hatch, Canopy Warranties, Lighting Protection (LP), Misc. Items	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>Maintenance</b>		
Keys (Doors, Power Panel, Equipment, Elevator, Generator, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Elevator Schematics & Control Manuals	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Manuals (Generator , Maintenance)	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Air Compressors	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Special Tools	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Meter Locations	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Utility Readings	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Maintenance Service Agreements	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Test Results	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A
Misc. Items	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A

**PROJECT DOCUMENT TURNOVER PERSONNEL\*-\***

FPC - Maritza Tibbetts: \_\_\_\_\_ Date: \_\_\_\_\_

FPC Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

F&S Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

