

Supplemental Notice of Occupancy and Use List - Building / Project Acceptance List

Project Name & Number: _____

Contractor: _____

In addition to completing Notice of Approval of Occupancy / Use (SBP-01), the following items must be completed before Occupancy is approved.

Activity	Date Completed	Remarks
1. Review State Buildings Pre-Acceptance check list & Notice of Approval of Occupancy / use form with BMO rep & confirm agreement with status		
2. Training for BMO and FSS on installed equipment and systems is completed.		
3. Final and formal address posted on the building entries. Signage in place including monument sign, site signage, exterior and interior signage		
4. Roof walking pads to access equipment are installed.		
5. Plan to include first floor main isolation locations and plans for each floor to include main utility shutoffs, for include water, electrical, steam, sewer, fuel supply, telecom, fiber optic and gasses.		
6. All Contractor provided equipment has new filters & construction filters removed. Attic stock is inventoried, located in secured location, and matches spec. requirements.		
7. Maintenance & operations manuals and spare parts provided to BMO Representative and BMO Archivist; Including at least: fixtures, mechanical, electrical, plumbing, hardware for doors & locks, roll up doors, Spare fire suppression heads, tool & spare fuses		
8. Testing Certifications provided to BMO for Fire Systems & Annunciator Systems. Cabinet in main electrical room includes one complete set for major equipment. Alarms at Anschutz Medical Campus report to University Police Dispatch and at Downtown report to designated monitoring company.		
9. Equipment keys and locks transitioned to Operations, including fire panels, electrical panels, directories and generator panels. Construction cores removed and replaced with permanent cores.		
10. Access control pathways and junction boxes for installed doors, gates, loading docks and roof access complete. <u>*All wiring and hardware completed and electronic security access controls in place and tested by University Electronic Security.</u>		
11. BAS System (Siemens), Energy and Lighting, Fuel Systems, and Power Management must report remotely. Verify with University Engineering. All computers and software required in drawings and specs are received, including for BAS, Energy and Lighting, Fuel Systems, and Power Management, and any specialty software and alarm codes for operating systems.		
12. Notice of Partial Substantial Completion concerning roles/ responsibilities of University and Contractor for security, maintenance, heat, utilities has been reviewed and accepted. Establish list of post construction change orders & track separately from basic project until items are complete – call it Phase 2 to avoid delay on basic project.		

