

## 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. <b><u>*All wiring and hardware completed and electronic security access controls in place and tested by University Electronic Security.</u></b>		
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.		

13. Warranty Dates and Contact list for all Contractors and Suppliers given to BMO.		
14. EH&S is provided, as applicable: fume hood certification, water testing certification, hazardous waste compliance certification, radiation compliance certification, BSL3 certification, and all other specialty equipment certification.		
15. All required Regulatory reports, have been provided to BMO, including: Air Emissions; Sewer, including for process diverters, traps, collection tanks, Fuel Storage Tanks and Detection, and Water System tests.		
16. A copy of the Contractor's red line "as-builts" and signed stamped drawings for Fire Detection and Suppression has been given to AE, BMO rep and placed in the Projects plan room. AE will prepare Record Documents. A hard copy of Record Documents will replace the redlines once available in the plan room. Hard copy or electronic copy will be provided to BMO. Electronic copies only will be provided to the Archive Officer. .		
17. Electrical system one line diagram framed and mounted in electrical room.		
<b>18. <u>Move-related work items complete including physical move, tours (occupants &amp; police), mail, phone &amp; electrical hook ups for equipment &amp; furniture systems complete &amp; freezers enrolled in University freezer program.</u></b>		
19. Interior Finishes Binder given to the University Project Manager and an electronic copy given to the Archive Officer.		
20. If Commissioning Report is completed, BMO has reviewed/ commented, including electrical, plumbing, mechanical/ HVAC.		
21. Testing Certifications provided to BMO for Elevators. Elevator tools, including hand tools, computer, proprietary and operational software is received and confirm 1-year service from date of acceptance. Elevator equipment rooms insulated and space conditioned for control system requirements.		
22. FSS has been provided with copy of Building Department testing and inspection report for window washing equipment.		
23. PM notifies University Risk Management that project is transferring to University and notifies Contractor that it can eliminate Builders Risk Insurance. PM to communicate to fire department via Life Safety Officer that building has transitioned to BMO.		
24. Trash receptacles outside the building are in place. If exterior work is applicable: Landscape – Include a walk through with University Grounds for 1) new & established 1-year service date; 2) existing damaged landscape is repaired; and 3) irrigation – zone control test is complete.		
25. Other: TAB Reports for Water and Air.		

\_\_\_\_\_  
University Project Manager  
(sign & print name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
University BMO Rep.  
(sign & print name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
University FSS Rep  
(sign & print name)

\_\_\_\_\_  
Date

**\*Highlighted items are not the responsibility of Contractor but PM and BMO Rep must ensure these are completed and operational prior to occupancy and use.**

Mark N/A by item if it is not applicable to project