

Appendix D Construction Documentation Checklist

Prior to Construction

Architect to Provide (if applicable): Date Received

Copy of Building Department Approved Drawings _____

Copy of Approved PW-1 Form for:

Plumbing		_____
Mechanical (A/C; Ventilation)		_____
Architectural (Partitions)		_____
Sprinkler		_____
Fire Alarm		_____

Copy of Approved TR-1 Form for:

Final Inspection		_____
Mechanical (A/C; Ventilation)		_____
Structural Stability		_____
Sprinkler		_____
Firestopping		_____

Copy of PW-1B for Plumbing: _____

Copy of PW-1B for Sprinkler _____

General Contractor to Provide (if applicable): Date Received

Copy of Construction Permit _____

Copy of Plumbing Permit _____

Copy of Sprinkler Permit _____

Copy of Mechanical Permit _____

Copy of Electrical Permit (Bureau of Electrical Control) _____

Completion of Construction

<u>Architect to Provide (if applicable):</u>	<u>Date Received</u>
One (1) complete set of reproducible "as built" drawings	_____
One (1) "as built" drawings on CAD	_____
Copy of sign-off letter for TR-1 Form: Architectural (Final)	_____
Firestopping	_____
Mechanical (A/C; Ventilation)	_____
Structural Stability	_____
Sprinkler	_____
Equipment Use Permits (if applicable)	_____
Copy of DOB Sign-Off, FDNY Letter of Approval and Letter of Completion	_____

<u>General Contractor to Provide (if applicable):</u>	<u>Date Received</u>
Final Lien Waivers (all Contractors, Subs and Material Vendors)	_____
Air/Water Balancing Report	_____
Sprinkler Hydrostatic Test (approved by City)	_____
Bureau of Electrical Control (BEC) Sign-Off	_____
Sprinkler On-Site Inspection	_____
Sprinkler Sign-Off	_____
Plumbing On-Site Inspection	_____
Plumbing Sign-Off	_____

Other Forms Provided:

_____	_____
_____	_____

Tenant: _____ Architect Firm: _____

Floor(s): _____ Engineering Firm: _____

Date Completed: _____ General Contractor: _____