Installation of Interim Emergency LPGAC Units – Aqua-NY, Seamans Neck Road
Contract Number: N62470-08-D-1006
TO Number: WE-23

Resource Document for B-1.6.11
18 March 2008

NRZ Checklist/POAM Items

The tables below provide typical NRZ checklist items for contractor, Client, and NAVFAC actions (Tables 1, 2, and 3, respectively). Items listed on the checklists are required to remain on the checklists if they are part of the project/contract or required by construction convention. Items not listed on the checklists, but required in the contract or by construction convention, must be added to the checklists by the contractor, Client and NAVFAC. Checklists are applicable to all contracts no matter what Category of Work.

The Point of Contact and due date shall initially be determined during the Facility Turnover Planning Meeting by the NAVFAC, client and contractor leads. During execution of the NRZ process, for each item on the entire list, the Construction Manager (CM) shall indicate date completed and initial to indicate completion of the item. If a party fails to complete an item by the due date, this should be noted on the checklist and new due date established and indicated. The completed NRZ Checklist/POAM shall be placed in the contract file.

Table 1

Contractor Checklist Items	Point of Contact	Due Date	Actual Complete Date	CM Initials	Notes
a. Construction Completion Schedule		4/12/12	5/14/12	SR.	Met all deadlines
b. Facility Delivery Closeout:					
Duct Air Leakage Testing					N/A
HVAC System Test & Balance					N/A
ACATS Controls Testing					N/A
Conduct Second Seasons TAB					N/A
Electrical Systems Testing					N/A
Final utility systems connections (power, water, etc.)		4/4/12	4/4/12	SR.	Aqua water connection
Superchlorination of potable water systems		4/18/12	4/18/12	SR	Caustic Disinfection
Plumbing / Other Mechanical Testing		4/6/12	4/6/12	N/A	Pressure Testing
Elevator Certification(s)					N/A
Specialized Equip. & Systems Inspections (Boilers, UPV, etc.)		4/6/12	4/6/12	SR.	Vessel/Piping Pressure Test

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Fire Protection Systems Inspections and Performance Verification					N/A
Communications / IT Systems Testing					N/A
Security Systems Testing					N/A
Other Specified Building Performance Requirements					N/A
c. Other Contractor Items:					
Delivery of O&M Manuals		5/11/12	5/11/12		AGVIQ/CH to perform O+M
Delivery of Equipment/Product Warranty List/Tag		4/5/12	4/5/12		Rental
Provide completed LEED Documentation					N/A
Provide completed Energy & Sustainability Record Card					N/A
O&M/OMSI Training of Navy Personnel					N/A
Site Restoration, if applicable		5/8/12	5/8/12		Seed + covered
Landscaping Complete		5/8/12	5/8/12		Seed + covered
Pre-Final Inspection		4/18/12	4/18/12		Replace cracked flange
Final Inspection and Acceptance		5/14/12	5/14/12		
Delivery of Spare Parts, Extra Stock, Special Tools, etc		4/5/12	4/5/12		On Site
Delivery of As-Built Drawings		5/11/12	5/11/12		
Delivery of Utility Record Drawings (if applicable)					N/A
Delivery of Utility As-Built Drawings (if applicable)					On As-Builts
Beneficial Occupancy Date (BOD)		5/14/12	5/14/12		System Start-up Date
Final Demobilization and Clean-up Completed					TBD
Remove Construction Fence & Associated Coordination					TBD
Pre-warranty Conference					N/A
Project Close-out Meeting		5/14/12	5/14/12		Completed
Coordination and Delivery of Facility Signage					N/A
Final Cleaning		5/14/12	5/14/12		Met
Replace Construction Lock Cores and Re-keying					N/A
Punch List Completion		5/14/12	5/14/12		Met
Provide DD1354 to Government CM					N/A

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Table 2

Client Checklist Items	Point of Contact	Due Date	Actual Complete Date	CM Initials	Notes
Modification to FSC or BOSC to maintain/service new facility -Telephone service contract -Utilities service contract -Custodial service contract					N/A
Installation of communications for phones and computers					N/A
NMCI Installations or other networks					N/A
Delivery and installation of client furnished furniture					N/A
Delivery and installation of client furnished equipment					N/A
User move-in					N/A
GFE status/delivery schedule (GFCI, GFGI)					N/A
Coordination of Intrusion Detection Systems and Physical Security Equipment					N/A
Process operating permits		5/14/12	5/14/12		
Recycled/recovered materials report		5/14/12	5/14/12		Waste Management Form
Coordination of IT and Communication Infrastructure and Devices (incl. CAT IV)					N/A
Ribbon-cutting ceremony					N/A

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Table 3

NAVFAC Checklist Items	Point of Contact	Due Date	Actual Complete Date	CM Initials	Notes
Client walk-thru prior to pre-final inspections, if appropriate		4/25/12	4/25/12		AQUA walkthrough
Schedule client satisfaction post BOD follow-up					N/A
Schedule Government inspections of specialized equipment (e.g., Boiler/pressure vessels, elevators, UPS, SCIF shielding requirements, medical certifications, generators/switchgear)	CALGON	4/5/12	4/5/12		Vessels Pre-factory Tested
Provide keying plan to contractor					N/A
Confirm utilities availability for final connections by contractor					N/A
Startup utilities					N/A
Mechanical Acceptance		5/14/12	5/14/12		Final Inspection
Load BOD into eContracts within 10 days of BOD					Temporary System
Notify PM that BOD has occurred – PM to schedule FACQUAL					N/A
Confirm completion of all LEED submittal requirements, required LEED credits and rating level.					N/A
Confirm receipt of completed Energy & Sustainability Record Card					N/A
Resolve contract modifications & requests for equitable adjustment					N/A
Contractor final release		5/14/12	5/14/12		Met
Return unobligated funds					N/A
Process final payment					TBD
Process recycled/recovered materials report					N/A
Closeout actions on construction permits (e.g., NPDES)		5/14/12	5/14/12		DOH Approval
A-E and Construction Contractor Evaluations (ACASS/CCASS)	TetraTech				
Contractor QC Evaluation	Don Conger	4/25/12	4/25/12		Sampling Requirements Met

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Complete Installed Property List and DD 1354					N/A
Sign & provide Interim DD1354 to activity Real Property Accountability Officer NLT BOD					N/A