

## Appendix D Construction Documentation Checklist

### Prior to Construction

<u>Architect to Provide (if applicable):</u>	<u>Date Received</u>
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	_____

<u>General Contractor to Provide (if applicable):</u>	<u>Date Received</u>
Copy of Construction Permit	_____
Copy of After Hour 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)	_____
Fireproofing	_____
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 from all Contractors, Subcontractors and Material men	_____
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: \_\_\_\_\_