



Comfort. Under control.

## 11-07 PENN STATION - MINT HILL, NC

### CheckList Information

<b>Name :</b>	BUILDING READINESS	<b>Status :</b>	NotSubmitted
<b>Assigned Organization :</b>	National TAB	<b>Asset :</b>	
<b>Requesting Organization :</b>	National TAB		

### CheckList Item Details

<b>GENERAL READINESS</b>
SUBSTANTIAL COMPLETION DATE?
ANTICIPATED DATE OF TURNOVER DATE?
ANTICIPATED GRAND OPENING DATE?
DOES THE INSPECTOR REQUIRE A T&B REPORT TO ISSUE CoO? WHEN ARE FINALS ANTICIPATED FOR?
IS PERMANENT POWER TURNED ON TO THE BUILDING? IF NOT, WHEN IS PERMANENT POWER ANTICIPATED TO BE TURNED ON TO THE BUILDING?
IS THE GAS METER SET AND IS GAS TURNED ON TO THE BUILDING? IF NOT, WHEN IS PERMANENT POWER ANTICIPATED TO BE TURNED ON TO THE BUILDING?
ALL EXTERIOR DOORS AND WINDOWS ARE INSTALLED? IF NOT, WHEN WILL EXTERIOR DOORS AND WINDOWS ANTICIPATED TO BE INSTALLED?
IS ALL HVAC DUCTWORK COMPLETED? IF NOT, WHEN IS IT ANTICIPATED TO BE COMPLETED?
ARE ALL DIFFUSERS INSTALLED? IF NOT, WHEN ARE THEY ANTICIPATED TO BE INSTALLED?
ARE ALL DAMPERS INSTALLED? IF NOT, WHEN ARE THEY ANTICIPATED TO BE INSTALLED?

ARE RTUS INSTALLED? WIRED? IF NOT, WHEN ARE THEY ANTICIPATED TO BE INSTALLED AND WIRED? WHEN ARE STARTUPS ANTICIPATED FOR?

ALL LAYIN CEILING TILES ARE INSTALLED? IF NOT, WHEN ARE THEY ANTICIPATING TO BE INSTALLED BY?

WHEN WILL COOKING EQUIP ARRIVE? WHEN IS IT ANTICIPATED TO BE INSTALLED BY? WHEN ARE STARTUPS ANTICIPATED FOR?

## **FINAL READINESS**

### **Building**

DOES BUILDING HAVE ROOF HATCH OR A LADDER FOR ROOF ACCESS?

IF HIGH GRD - WHAT HEIGHT STEP LADDER WE NEED? (10, 12, ETC)?

### **HVAC Systems**

ELECTRICIAN HAS VERIFIED POWER TO ALL FANS & PROPER ROTATION? IF NOT, WHEN IS THIS ANTICIPATED TO BE COMPLETED?

HAS MECHANICAL CONTRACTOR VERIFIED THAT ECONOMIZERS ARE FUNCTIONAL? IF NOT, WHEN IS THIS ANTICIPATED TO BE COMPLETED?

WILL CLEAN FILTERS BE INSTALLED PRIOR FOR BALANCING?

### **Hood Systems**

IS GREASE DUCT INSTALLED? IF NOT, WHEN IS THIS ANTICIPATED TO BE COMPLETED?

ARE HOODS INSTALLED? WIRED? IF NOT, WHEN IS THIS ANTICIPATED TO BE COMPLETED? WHEN ARE STARTUPS ANTICIPATED FOR?

ARE EFS INSTALLED? WIRED? IF NOT, WHEN IS THIS ANTICIPATED TO BE COMPLETED? WHEN ARE STARTUPS ANTICIPATED FOR?

HAS MAU BEEN INSTALLED? WIRED? IF NOT, WHEN IS THIS ANTICIPATED TO BE COMPLETED? WHEN ARE STARTUPS ANTICIPATED FOR?

HAS THE ANSUL FINAL BEEN COMPLETED? IF NOT, WHEN IS THE FINAL SCHEDULED FOR?

### **Contact Information**

WILL THE MECHANICAL CONTRACTOR BE ON SITE AS NEEDED?

MECHANICAL CONTRACTOR NAME, PHONE  
NUMBER, AND EMAIL ADDRESS:

**Notes/Comments :**

9/6: SENDING EMAIL TO TEAM @10AM TO CALL BACK/EMAIL BY 1PM EASTERN TIME ON WEDNESDAY (9/7)  
WITH COMPLETED CHECKLIST.// 9/13: SENDING EMAIL TO TEAM CHECKING ON STATUS FOR SCHEDULE WEEK  
10/17