

PENTAGON RENOVATION

POLICY and GUIDELINES

FOR

TURNOVER OF FACILITIES

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SECTION 1.0

PENTAGON TURNOVER POLICY

1.1 INTRODUCTION: Key to the success of the Pentagon renovation effort is the timely turnover of quality facilities and systems from the "brick and mortar" construction contractor to the Government. Adherence to established procedures for the Pre-Final and Final Inspection process will insure the smooth transition from construction to installation of telecommunications and furnishings prior to tenant move-in.

1.2 PURPOSE: The purpose of this document is (1) to delineate the authority and responsibilities established within the Pentagon Renovation Program for the turnover of facilities and systems from the Corps of Engineers prime contractors to the Government for tenant occupation and (2) to assure that all Pentagon Renovation (PENREN) participants understand that no space can be used unless they accept responsibility for the space. Even though this document is not all inclusive, it reflects general intent of cooperation among the organizations identified as participants.

1.3 APPLICABILITY: This document pertains to all members of the PENREN team and their supporting construction contractors. The Washington Headquarters Services, Federal Facilities Division, Pentagon Building Management Office (PBMO) and the Department of Defense and Military Services tenant organizations will be requested to participate in turnover activities when required. Although this document routinely refers to the "COE" as the agency constructing and turning over projects, it is applicable to other agencies or PENREN teams such as, AWG, IM&T, DPS, etc., who are performing construction within the PENREN Program. In those instances the name or acronym of the agency or team involved would be substituted for the COE and they would follow the policies in the same manner as prescribed herein for the COE.

1.4 CONSTRUCTION CONTRACTS. The COE "brick and mortar" contracts structure will require adherence to standard COE "Contractor Quality Control" (CQC) practices. The Contractor will advise the Government when, in accordance with CQC practices, the Contractor will complete work on a given facility or system and the schedule date for the contractor to conduct his internal "Completion Inspection".

This will be preceded by the standard COE and Contractor Quality Control/Quality Assurance practices which include preparatory inspections of drawings and submittals; initial inspections at start of work outlining what is expected; and continuous follow up inspections by the Contractor QC staff which result in establishment of a deficiency list used as basis for Contractor Completion Inspection.

Throughout the period of contract performance, Quality Assurance Verification will be conducted by the COE Resident Engineer staff to verify Contractor QC efforts. The Contractor is responsible to do QC while Government does an amount of Quality Assurance which permits verification of Contractor QC.

1.5 STANDARD PRE-FINAL AND FINAL INSPECTIONS. Based on a Contractor

established schedule for conduct of a "Completion Inspection", the COE Resident Engineer responsible for an area or facility will establish schedules for Government Pre-Final and Final Inspections leading to formal turnover of facilities. The COE shall insure that the contractor performs manufacturer's recommended preventative maintenance and repairs on all installed equipment between activation and Final Inspection for turnover.

1.6 CONTRACT ADMINISTRATION. The COE shall fully implement and apply Section 7 of the Resident Engineer's Management Guide, EP 415-1-260. A minimum of 30 days prior to the Pre-Final Inspection the Resident Engineer staff will ensure that all appropriate Operations and Maintenance manuals, cleaning instructions for all architectural finishes, as well as all installation information provided by the installing Contractor have been provided to the PBMO. Additionally, the Resident Engineer staff will coordinate with PBMO staff on the conduct of necessary training for all building systems (at least two weeks in advance of the training date) prior to the Pre-Final Inspection. This will allow PBMO operations and maintenance staff to become knowledgeable on equipment and systems they will be inspecting and for which they will be responsible for following acceptance.

PBMO will formally acknowledge receipt of documentation and manuals received and, as necessary, request any additional documents/material determined to be required for operations and maintenance purposes. Exceptions and omissions shall be noted upon receipt by PBMO. When additional material is requested, the Resident Engineer staff will provide needed information or advise the PBMO when material will be available prior to the Pre-Final Inspection. This will ensure that any "Administrative Show Stoppers" are identified and resolved as quickly as practical.

1.7 PRE-FINAL INSPECTION. The Resident Engineer staff will schedule Pre-Final Inspection 2 to 4 weeks prior to planned Final Inspection. Depending on size or complexity of a given area/facility, an inspection may be conducted in phases over a period of days. The inspection will be done jointly by Resident Engineer and Contractor staff and result in a Government "Punch List". The Punch List will enumerate all deficiencies noted during the Pre-Final Inspection. Particular note will be made of any deficiency which would preclude Government acceptance if not rectified. These deficiencies will be classified as an "Acceptance Show Stopper".

All appropriate organizations (PBMO, PRMO, IM&T, DPS, SAM, SOHB, Tenant, etc.) will be formally invited to inspections. The representative(s) of the organizations who participate in the inspection will assist the Resident Engineer Staff in the conduct of the inspection to ensure all facets of the area/facility are checked for Government acceptance. These representatives will inform the Resident Engineer staff of any changes or "Show Stoppers" noted during the inspection.

Any items noted that require change beyond contractual obligations will be noted and identified for consideration after acceptance from the Contractor.

The Resident Engineer staff will advise the Contractor of all "Show Stoppers" and develop a plan to address the issues and bring them to resolution. When a "Show Stopper" has been resolved by the Contractor, the interested organization(s) will be asked to have a representative provide formal concurrence that resolution has occurred. The Contractor will be requested to address other Punch List deficiencies with a goal of clearing all items prior to Final Inspection date. The date of Final Inspection will be determined jointly among the COE, PBMO, and the Contractor.

1.8 CLOSE-IN INSPECTION. As part of a joint weekly quality assurance walk through the following areas will be inspected as applicable: (1) all under slab mechanical and electrical rough-in plus foundation work; (2) all above slab contract work prior to raised floor tile installation; (3) all mechanical and electrical rough-in work as a part of wall framing and rough-in; and (4) all contract work above the ceiling grid while ceiling tile not in place. Joint testing of mechanical, electrical, fire alarms, security, and energy management and control systems will be done separately. Participants in these weekly inspections will be COE, Contractor QC Rep, PBMO, and IM&T. Representatives of other organizations (DPS, SAM, PRMO, SOHB, Tenant, etc.) will be invited for inspection of specific areas or systems on an as required basis. Any item discovered here should be added to the deficiency tracking system and Punch List.

1.9 USE & POSSESSION INSPECTION. When the Government has a need to take use or possession of a given space prior to planned turnover from the Contractor to accommodate work by another Government agency or different contractor, a Use and Possession Inspection is conducted. This inspection can take the place of the Pre-Final Inspection and is used to document the condition of the space and to identify outstanding deficiencies and incomplete work for which the Contractor is responsible (e.g., Punch List). Representatives from PBMO, FFD, SOHB DPS, PRMO, Tenants, etc., and the Contractor will be invited to this inspection. This is an important Inspection and cannot be cancelled without good cause.

1.10 USE & POSSESSION TURNOVER. When the Government takes "Use and Possession" of a particular space, the COE will turnover the space to WHS to allow other Government agencies or their contractors to initiate follow-on installation of equipment, carpet, furniture, etc., as necessary, to ready the space for eventual tenant move-in dates. Warranty for any item of work covered by this "Use and Possession" begins at this time. The COE shall insure room number signs are installed prior to Government acceptance from the contractor of any facility or portion of a facility. Tenants shall not be allowed to occupy the facility space unless means of egress are verified prior to turnover. Any Punch List that the COE Contractor has remaining will be completed during the timeframe that other Government agencies or their contractors are working.

Access to the space will be controlled by PBMO (either after the inspection is complete or after correction of the Punch List is completed) by means of locks, keyed entry, or card readers. Following acceptance of the space PBMO assumes full responsibility for operation & maintenance of those building, systems being accepted (security, fire/life safety systems, mechanical, electrical, etc.). Systems being accepted must be complete and capable of being maintained as a sum of its parts by PBMO. No individual system component shall be accepted prior to commissioning as a complete and functional system. Tenants will not be allowed to occupy the space until all work is complete and all life safety systems are in operation.

1.11 FINAL INSPECTION. The date of Final Inspection will be a coordinated milestone in the PENREN Program Integrated Schedule and tied to Pre-Final or Use & Possession Inspection. The Resident Engineer will conduct the Final Inspection. The purpose of this inspection is twofold. First to verify that no "Show Stoppers" exist for the turnover of a given area or facility from the Contractor to the Government; and second to achieve PBMO and PRMO acceptance. Tenant egress and fire-life-safety issues must be verified prior to, and during the Final Inspection.

Any "Show Stoppers" identified during the Pre-Final Inspection will have been resolved prior to the date of Final Inspection. A Final Inspection shall be terminated and rescheduled once a "Show Stopper" is found to be incomplete or not satisfactorily completed. At time of Final Inspection, no unresolved deficiencies may remain. These deficiencies will not preclude Government acceptance under the Use and Possession clause of the basic construction contract. At the time of Final Inspection acceptance, the COE will have a written plan to resolve outstanding items (if any). This plan shall be attached to the DD Form 1354.

1.12 FINAL ACCEPTANCE & FORMAL TURNOVER. If no additional "Show Stoppers" are identified during the Final Inspection, the COE Resident Engineer staff will then prepare a formal letter of transfer for signature by the PENREN Program Manager to include the initialed DD Form 1354 with a listing of remaining Punch List items attached as enclosures.

The Resident Engineer will notify the Contractor and the appropriate Government contracting office in accordance with procedures specified within the Contract governing the area/facility of interest that Acceptance has occurred. Warranty will begin for work not previously taken for use & possession.

2.1 PURPOSE. The Inspection Guidelines are a brief overview of the inspections to be performed jointly by IM&T, PRMO, COE, PBMO, FFD, Contractor, tenants, etc., when applicable. The inspection after demolition is to find unknown conditions or maintenance problems, such as leaks, etc. The Close-In Inspections are intended as weekly followup inspections of all work that will be concealed by raised floor, drop ceilings or wall partitions. The Pre-Final Inspection serves as documentation of deficiencies to be corrected prior to final inspection or, to identify all deficiencies at time of "Use and Possession" of areas by the Government. When "Use and Possession" is necessary prior to Final Inspection, a "Use & Possession Inspection" is made immediately prior to transfer of access control and O&M responsibilities for the space to WHS. This transfer shall be documented in a "Use and Possession" document for each tenant space. Conducting the Final Inspection verifies that all Punch List deficiencies were corrected. The Final Inspection is not a re-inspection of the space. Final acceptance documents to include DD Form 1354, Transfer of Real Property, shall be issued after the deficiencies for the entire project are corrected. The final acceptance document formally documents the transfer of site access and O&M responsibilities from the COE to WHS.

2.2 Inspection after Demolition

- Joint inspection of construction area to identify unknown conditions and O&M issues.
- Joint team (PRMO, COE, IM&T, QC Rep, and A-E firm)
- After demolition, unknowns will be identified and resolved in the geographical IPT.

2.3 Close-In Inspections

- Joint site walk done weekly by PBMO, COE, IM&T, QC Rep.

2.3.1 Under Slab

- Joint inspection of under slab mechanical & electrical rough-in plus foundation work.
- Performed as part of the weekly (PBMO, COE, IM&T, QC Rep) QA walk-through.

2.3.2 Below Floor Inspection

- Joint inspection of all contract work below the raised floor tile.
- Performed as part of the weekly (PBMO, COE, IM&T, QC Rep) QA walk-through.
- Joint testing of mechanical, electrical, and fire alarm systems will be done separately.

2.3.3 Wall Framing & Rough-in

- Joint inspection of all mechanical & electrical rough-in work.
- Performed as part of the weekly (PBMO, COE, IM&T, QC Rep) QA walk-through.

2.3.4 Above Ceiling Inspection

- Joint inspection of all contract work above the ceiling grid (e.g.,

while ceiling tile not in place).

- Performed as part of the weekly (PRMO, COE, IM&T, QC Rep) QA walk-through.
- Joint testing of mechanical, electrical/SCADA and fire alarms will be done separately.

2.4 Commissioning Mechanical Systems

- Joint test of each system as a whole to see that all items perform as integral parts.- Joint team (PBMO, COE, PRMO, QC Rep.)- Control systems shall be commissioned per specification section 15950.
- Pre-Commissioning checklist shall be used (Sec. 15995, Appendix A).
- Functional Performance test shall be run per Section 15995, appendix B(checklist)
- Commissioning shall be completed prior to Pre-Final Inspections or "Use & Possession" by the Government.

2.5 Use & Possession Inspection

- The Government takes use of a facility (or portion) and controls access, O&M, etc.
- Joint team (PBMO, COE, PRMO, IM&T, QC Rep.)
- Joint inspection to identify Punch-List deficiencies the contractor must correct.
- PBMO will determine if the facility is to be secured at time of possession or when deficiencies are corrected.
- This inspection may take the place of a Pre-Final Inspection, thus a definitive Punch List is required. Verification of the Punch List corrections is required in a Final Inspection prior to occupancy by the tenants. Additionally, work by IM&T and others must be complete prior to occupancy by tenants. Warranty of accepted work begins at this time.

2.6 Pre-Final Inspection

- Joint inspection to identify Punch List deficiencies the Contractor must correct.- Performed as a joint team: PBMO, COE, IM&T, QC Rep.- --
- For Pre-Final Inspections, the Government does not take use & possession.
- For "use & possession", PBMO takes control of access by others and for the performance of O&M duties.

2.7 Final Acceptance Inspection

- Joint inspection to verify Punch List deficiencies are completed.
- Performed as a joint team: PBMO, COE, IM&T, QC Rep and tenant. - -
- Access control and O&M responsibilities will be transferred to PBMO.
- Completion of all work by PM, IM&T and others is required prior to occupancy by the tenants.

2.8 Warranty

- Prior to turnover, the COE will provide PBMO a listing of Contractors and Subcontractors and contact telephone numbers.

- List will identify the feature of work each Contractor and Subcontractor is responsible for.
- List will identify any extended warranties as applicable.
- Not later than 48 hours (not including holidays and weekends) after "acceptance" of space and/or equipment, by PBMO, the COE shall contact appropriate Contractor(s) and Subcontractor(s) and inform them of the PBMO point(s) of contact authorized to make warranty calls.
- As an interim measure (in particular with Segment 1) and/or until the COE effects complete warranty procedures outlined above, any/all warranty calls shall be placed by PBMO to the appropriate COE Resident Engineer for the particular project involved.
- Upon discovery of a warranty problem, PBMO will contact appropriate Contractor to arrange service. If Contractor is not responsive, PBMO will notify COE.
- If there is disagreement between a Contractor and PBMO as to whether an item is a warranty item, PBMO will notify COE for resolution.

2.8.1 Warranty Inspection

- Joint inspection on an as-needed basis (when the project is accepted in phases or if portions are taken for use & possession) to verify performance and quality.
- Performed as a joint team: PBMO, COE, IM&T, QC Rep and tenant.
- Warranty begins with use & possession or final acceptance. After final acceptance, warranty inspections shall be as a minimum of four and nine months for work not accepted previously for use & possession.

2.9 NOTES:

- COE and QC Rep shall attend all inspections; joint members will be invited.
 - For use & possession, the COE shall provide a geographical sketch of the area to be inspected.
 - QC Rep shall have a Punch List ready prior to the Pre-Final Inspection and/or a Use and Possession Inspection.
 - All deficiencies will be documented on a single Punch List and tracked to resolution.
 - Use & Possession documents will be prepared after the inspection.
 - Final Inspections will not be made when a lengthy list of Punch List items remain.
 - After the Final Inspection, IM&T is invited to tour the site with tenant reps.
 - Cancellation or rescheduling of any inspection shall be prior to 1400 hours the previous work day.
 - Rescheduling or substituting area "X" for area "Y" is allowed on the day of inspection for "like-in-kind" inspections, and appropriate documents are provided to conduct such an inspection.
 - Weekly walk through inspections may be converted into a Pre-Final Inspection or a Use and Possession Inspection if the work is found to be complete with few deficiencies remaining, and appropriate documents are provided to conduct such an inspection.
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- Appropriate documents to conduct any type inspection include as a minimum (a) floor plan or area to be inspected; (b) narrative of what the inspection will cover; (c) appropriate representatives from all

"trades"/activities; (d) any previous Punch List items from all previous inspections of the same area; (e) test reports/results for electrical and mechanical systems; (f) ladder to see above ceiling areas when appropriate; (g) type of inspection is identified prior to the walk through; etc.

SECTION 3.0

DEFINITIONS

3.1 Three Phase Inspection

3.1.1 Preparatory Phase:

This phase (inspection) shall be performed by the Contractor CQC prior to beginning work on each definable feature of work. The Contractor will develop and discuss the necessary controls for assuring that all work accomplished as part of the feature of work will comply with the quality required by the contract documents. Contract plans and specifications shall be carefully reviewed for the specific work and all applicable submittals reviewed to ensure all materials to be used meet contract requirements.

3.1.2 Initial Phase:

The initial phase (inspection) must be accomplished by the Contractor's CQC staff at the beginning of a definable feature of work. This inspection is to verify that the controls for the work developed in the Preparatory Phase (inspection) has been implemented and the workmanship is being performed to the level required by the contract. This phase is where all differences are to be resolved.

3.1.3 Follow-up Phase:

Follow-up phase (inspection) shall be performed by the Contractor's CQC staff on a regular basis to assure continuing compliance with contract requirements, including control testing, until completion of the particular feature of work. CQC personnel should continually refer back to the standards set in the Preparatory and Initial Inspections.

- 3.2 Completion Inspection - performed by the contractor QC staff to verify that the contractor has performed all work with few exceptions and that it is appropriate to schedule a joint inspection (Pre-Final) with the Government.
- 3.3 Pre-Final Inspection - walk through by contractor and government to prepare a Punch List of deficiencies. Tenants are welcome but not usually involved.
- 3.4 Use & Possession Inspection - the Government takes possession of space for use or any portion thereof. This inspection can be in place of a Pre-Final Inspection. The Government and the contractor document all remaining work and deficiencies the contractor is responsible to correct after the Government takes possession.
- 3.5 Final Inspection - After all major and most minor Punch List deficiencies are completed, the Contractor QC Chief leads the customer and Government QA representatives on an inspection to insure completion to everyone's satisfaction.
- 3.6 Show Stopper - A deficiency or incomplete item of work found during an inspection (Final or Use & Possession) that would prevent the facility/equipment or portion of space to be taken for use from performing the function intended for the tenant or follow-on contractor.
- 3.7 QC Test - Performed by the contractor, along with verification (spot checks) by the government. Spot checks can be 5% to 100% based on feature of work.
- 3.8 Quality level of work - Industry standards unless specified otherwise. Contract documents define the level of work/quality required.
- 3.9 Change Orders - Requirements for work not in the contract or a deletion/waiver of contract work.
- 3.10 Contract Modifications - Additional contract documents that either add requirements or delete requirements from the contract. An increase or decrease in time and cost may be included.

- 3.11 Commissioning - A series of checks and test of the components, controls, and system to verify the correct operation of all parts in accordance with the contract.
- 3.12 QC/QA - Quality Control (performed by the Contractor)/ Quality Assurance (performed by the Government).
- 3.13 Verification Inspection - Quality assurance action by the Government to ensure that Contractor quality control process is functioning in accordance with contractual obligations.
- 3.14 Punch List Deficiencies - A final list of deficiencies that must be corrected by the Contractor prior to Final Inspection and acceptance. Unlike a deficiency list which is continually updated during progress of the work, the Punch List is a last attempt to identify all remaining work the Contractor is required to finish or correct. The Punch List is developed at the Pre-Final or "Use & Possession" Inspection.
- 3.15 Constructive Acceptance - when the Government locks out space or allows another contractor access to space then we have taken constructive acceptance. It is implied the Government is responsible to secure and maintain this space.
- 3.16 Deficiency Tracking System - A database reflecting ALL deficiencies noted for a particular space/facility. The database will contain, as a minimum, a control or cite number, a brief description of the deficiency, who identified the deficiency, date deficiency identified, who has responsibility to correct the deficiency, and date deficiency corrected.