

PRE-SUBSTANTIAL COMPLETION CHECK LIST

Project: ROSCOMMON UNIVERSITY HOSPITAL
PSYCHIATRY SECLUSION ROOM UPGRADE
Job Ref: 26010
Date: XX/XX/XXXX
Status: Tender

To be read with Preliminaries and General Specification

Contractor to ensure the following:

- 1) Provide independent Fire Safety compliance report as per specification including test certs specified for fire door, screen and ironmongery. Ensure all elements relating to Fire Safety have been installed correctly and are working properly – fire extinguishers, alarms / detectors, FR roller shutters, magnetic door releases, mag locks at final exits, green & red BGU's, smoke vents, fans, air admittance motors on windows & doors, fireman's switches in escape stairs, exit signage, emergency power packs etc – all to be confirmed by contractors fire consultant. Also to confirm that systems have been installed in line with 'cause & effect' strategy and correctly programmed with BMS / fire alarm systems.
- 2) All fire doors to be fitted with FD rating & ID markers (mechanically fixed – not using adhesive) and all 'keep shut'/'keep clear' etc. signage on relevant leaves.
- 3) Verify the integrity of all fire doors on site – leaves fitting frames properly, self-closing properly, no large gaps between double doors, undercuts no more than 10mm etc.
- 4) Certificates to be provided by contractor for fire stopping throughout - clearly cross referenced to the FSC drawings & Report – written confirmation required that all service opes, wall to floor, wall to wall junctions etc have been correctly fire sealed in keeping with the requirements of the FSC Cert. All fire stopping to be clearly tagged with mechanically fixed ID tag and cross referenced to Fire stopping report with full details of all products used and photographic record.
- 5) Client to be advised of their responsibilities after handover and for the life of the building to ensure compliance with Fire Safety Certificate – 'Fire Safety Manual'.
- 6) Provide certificates for the validation of all equipment installed under the contract.
- 8) Provide BCAR Certificate of compliance of the construction of the works with the Building Regulations as per the Specification.
- 9) Provide the Safety File in compliance with the Specification and the requirements of the PSDP. Ensure Safety/O&M File has had M&E Content checked by Services engineers before handover by PSCS to PSDP. Also ensure that all consultants final issue drawings have been issued to the contractor in advance – provide record

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drawings of all services (below & above ground) with accurate set-out dimensions. Update reflected ceiling plans to include any ceiling access hatches included late in the day.

- 10) Provide a full itemised schedule for all M/E installations/ plant/ equipment etc that requires testing, commissioning and demonstration to the client prior to Substantial Completion – these are to be listed on a single document and signed and dated by the contractor, services consultant and Employer's Representative as a record that all took place and were clearly understood.
- 11) Provide original warranties for each piece of M&E equipment – as listed by Services Engineers and component of building envelope as per Architect's specification. State clearly the life of the warranty.
- 12) Provide original guarantees (insurance backed) for windows, ironmongery, etc. as per specification.
- 13) Provide Job Specific FSC (forestry Stewardship Council) or PEFC (Programme for the Endorsement of Forestry Certification) chain of custody certificates for all softwoods and hardwoods used throughout the project.
- 14) Provide all Furniture Certification in line with Furniture Performance Specification in Section 2.3.2 of this Document.
- 15) It is the contractor's responsibility to snag the building. Thorough snagging is to be carried out before presentation to the design team for checking prior to Substantial Completion. The contractor is to ensure that those elements of the building that will be closed up or inaccessible at Substantial Completion are snagged and inspected earlier in the programme.
- 16) 1 or 2 page summary to be provided at the front of the Safety/ O&M file listing all items of equipment that require regular maintenance or testing and the periods for same – also the date for the first inspection.
- 17) Handover of keys and fobs: provide - 'Key handover certificates' for the following – doors, furniture, electrical cabinets etc, note boards/ cabinets, windows, access panels (in ceilings and walls/ floors etc), lifts and manholes etc – including key or fob/ swipe card. All keys to be tagged. Two copies of each key to be provided.
- 18) Ensure that last issued Architects Finishes Schedule (contained in Safety File) includes all paint colour references for all areas / components.
- 19) Drainage system to be pressure tested or ball-bearing/ CCTV tested to civil engineers requirements.
- 20) Draw ropes been left in all empty/ spare ducts and photographed/ recorded.
- 21) Fire Egress charts to be posted in variation locations within building – if required – been prepared and issued to the client.
- 22) Provide Final Construction and Demolitions Waste Management Plan.