**PPD Construction Administration Checklist**

CM/GC shall be responsible for following inspections and reviews and obtaining PPD approval for the building sub-system for substantial completion.

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| **23** | **Utility Services Transfer** | Approved for Substantial Completion:  (Required for Substantial Completion Approval by PPD) | |
|  | Inspection/Review Item | **Notice Required** | **Remarks** | |
| 1 | Water Meter documentation and Start-up with initial reading  Chilled water meter documentation Start-up with initial reading taken  Electric Meter documentation Start-up with initial reading taken  Steam meter documentation Start-up with initial reading taken  Gas Meter documentation Start-up with initial reading taken | 72 Hours | Contractor to provide O&M manuals for specified meters and provide start-up training. | |
| 2 | SCI: final meter reading and account transfer | 72 Hours | Final meter reading will be done by PPD and the contractor representative. FP&C PM must notify PPD Accounting if and when any project specific alternate utility payment arrangements are made. | |