



# Pass The Baton Project Closeout Presentation

Sacramento Convention Center  
Rooms 309/310  
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10:40 a.m. – 12:00 p.m.

## Workshop #44

### *Moderator: Kenn Young*

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### *Panelists:*

#### *Steve Prophet*

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# Pass The Baton

## Project Closeout Presentation

### Results of District M&O Department Involvement in Construction Process

#### Ideal Balance of Involvement

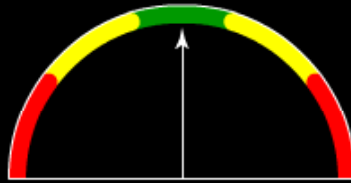
- Successful Construction Project
- Reliable/Durable/Maintenable School

#### Not Enough Involvement

- Not familiar with operating systems
- Not prepared to perform maintenance
- Materials selections lack durability

#### Too Much Involvement

- Over-emphasis on maintenance items
- Excessive construction change orders
- Neglect other schools' maintenance



Striking the optimum balance with M&O Involvement in construction planning

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*Not Enough:*

*Too Much:*

*Ideal:*



# Pass The Baton

## Project Closeout Presentation

Contractor —→ District M&O

- **GET IT RIGHT**
- **Make Contractor Perform Warranty**
- **Good Ongoing Communication with Key M&O Personnel**
- **Don't Tap M&O's Limited Financial Resources**
- **Use Your Key M&O Contacts as Project Advisors**

Using key M&O contacts as project advisors without tapping their limited financial resources

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*Right From the Start:*

*G.C. to Complete Work:*

*Using M&O Personnel:*



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## Project Closeout Presentation

### Quality Control

- **Continual Supervision**
  - A) General Contractor
  - B) Architect
  - C) MEP Consultants
  - D) Owner
- **All Systems should be tested ASAP**
- **Contractors Completion List**
- **Architect/Consultant Punch List**
- **Sign Off**

Ensuring a Professional, Reliable and Maintainable Product

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*Aspects of Quality Control:*

*Testing of Systems:*

*Generating the Punch List:*



# Pass The Baton

## Project Closeout Presentation

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### Closeout Phase

- Sign Off of Punch List
- Turn Over of Extra Stock
- Completion of all Special Inspections
- Training of District Personnel

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Transition from Builder to District; Getting the Most from Your Contractor

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*Punch List Completion:*

*Tracking Closeout Requirements:*

*Documenting Turnover / Training:*



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## Project Closeout Presentation

### Warranty Process

- School Reports Problem to M&O
- M&O Determines Problem to be Defect or Maintenance Issue
- Fill out & Send Warranty Request Form
- GC Receives Warranty Request:
  - A) Request is given a Log Number
  - B) Recorded on Outstanding Warranty Request List
  - C) Letter Requesting Service is sent to Subcontractor
- GC Reviews Completed Work
- GC Sends Letter to District Requesting them to Review Completed Work and Return Letter to GC if Acceptable
- GC Removes Request From Outstanding Warranty Request List

Is there anybody out there? Maximizing service during the warranty period.

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*Requesting Warranty Service:*

*Contractor Interoffice Processing:*

*Verifying Work Is Complete:*