



Canutillo Independent School District Facilities & Transportation Services

Excellence Through Integrity and Innovation

CONSTRUCTION ACTIVITY CHECKLIST

Canutillo Independent School District
Activity Listing

= Not tracked by specific date
Date = Date tracked

ACTIVITY			DUTY		INSTRUCTIONS	NAME	HOSTED
I. FACILITIES DEPT. ACTIVITY							
A PHASE I - DESIGN							
1	Statement of Work		ARCH		Prepare Statement of Work (SOW) plans to indicate Architect delivery obligations (demising walls, utility extensions, etc.)	Statement of Work	Ref. Stds & Docs
2	Request for Qualifications, Architectural Services	Date	PA			RFQ	-----
3	Vendor Selection	<input checked="" type="checkbox"/>	PA/FAC			-----	-----
4	AIA A201 Contract Execution	Date	LEGAL	FAC		-----	-----
5	AIA B141 Contract Execution	Date	LEGAL	FAC		-----	-----
6	Architect Contract Terms and Conditions	<input checked="" type="checkbox"/>	FAC				
7	Kickoff Meeting Agenda	Date	BPM/BPS		Use prepared Design and Construction checklists to convey critical information efficiently.	-----	-----
8	CISD Timeline	<input checked="" type="checkbox"/>	BPM/BPS		Prepare Design Timeline to communicate key submittal dates. These dates are to be updated regularly.	Ref. Stds & Docs	-----
9	CISD Project Development Manual	<input checked="" type="checkbox"/>	ARCH	FAC	Review Project Development Manual to prepare all documents following CISD requirements.	Ref. Stds & Docs	Website
10	CISD Project Development Checklist	<input checked="" type="checkbox"/>	ARCH	FAC	Review Project Development Checklist with Architect to reinforce submittal requirements. Architect to submit completed checklist with drawing submittal.	Ref. Stds & Docs	Website
B PHASE IIA - DRAWING SUBMISSION							
1	Schematic Design Phase Submittal				Compare submittal against CISD - Design Criteria Handbook and give Architect conditional approval where possible by allowing inclusion of any missing items in CISD - Design Criteria Handbook	Ref. Stds & Docs/ Project Development Checklist	Ref. Stds & Docs
a	50% Schematic Design Submittal	Date	ARCH	FAC			
b	100% Schematic Design Submittal	Date	ARCH	FAC			

2	Design Development Phase Submittal							
a	50% Design Development Submittal	Date	ARCH	FAC				
b	100% Design Development Submittal	Date	ARCH	FAC				
3	Construction Document Phase Submittal							
a	50% Construction Documents Submittal	Date	ARCH	FAC				
b	95% Construction Documents Submittal	Date	ARCH	FAC				
c	100% Construction Documents Submittal	Date	ARCH	FAC				

C PHASE IIB - CONSTRUCTION

1	Pre-Construction Meeting and Required Documents					-----	-----	-----	Contractor shall schedule a pre-construction meeting 15 days prior to construction to describe roles and responsibilities of CISD and CMR.	-----	Ref. Stds & Docs / Forms
a	Pre-Con Meeting Agenda/Checklist	Date	BPM/BPS		Contractor prepares project-specific Pre-Con agenda/checklist from standard template. CISD chairs meeting with Architect and Contractor and takes minutes. Invitees include BV, CISD Campus personnel.				Pre-Con Meeting Agenda/Checklist	-----	
b	Contractor Payment & Performance Bond	Date	GC		Contractor to submit dual obligee payment and performance bonds				P&P Bond Forms	-----	
c	Building Permit	Date	GC		Ensure Building Permit, Inspection Card, Signed Permit Application are returned with permitted plans, and follow-up thru completion, any permit redlines or action items.				Building Permit	-----	
d	Contractor Certificate of Insurance	Date	GC		Ensure Contractor's insurance certificate meets or exceeds contract requirements.				COI	-----	
e	Subcontractor List	Date	GC		Ensure General Contractor provides listing of all subcontractors working on project.				Subcontractor List	-----	
f	Contractor Prequalification Statement	Date	GC		AIA Form				AIA 305	-----	
g	Subcontractor Conflict of Interest Forms	<input checked="" type="checkbox"/>	GC		Ensure General Contractor and subcontractors provides "Conflict of Interest Forms" to CISD for review and approval.				Conflict of Interest Forms	-----	
h	Davis/Bacon Wages, DOL Poster	<input checked="" type="checkbox"/>	GC		General Contractor and Subcontractors to pay Davis Bacon wage rates. The wage schedule attached to the construction documents is provided to Contractor				El Paso County, TX Davis Bacon Wages		Website
i	Aerial of Access Route and Parking	<input checked="" type="checkbox"/>	GC		General Contractor shall provide aerial picture showing location of construction access route and parking.						Website
j	Workers Compensation Notice										
2	Other CISD Construction Forms/Actions					-----	-----	-----		-----	-----
a	Above the Ceiling Work Permit	Date	GC	BPM/BPS	General Contractor to fill out form when working above hard or suspended ceilings				Ref. Stds & Docs / Forms		Website
b	Campus Access Form	Date	GC	BPM/BPS	General Contractor/Architect to fill out form when scheduling site visits to Campuses				-----		
c	Hot Work Permit	Date	GC	BPM/BPS	General Contractor to fill out form when using welding or any other hot work machinery on site				-----		
d	Observation Incident Report	Date	GC	BPM/BPS					-----		
e	Room Blockage Request	Date	GC	BPM/BPS					-----		
f	Utility Outage Request	Date	GC	BPM/BPS					-----		
g	Gas meter installation request form	Date	FAC	BPM/BPS					-----		
h	Serve-safe food handlers training	Date	FAC	BPM/BPS					-----		
i	Phones and Internet	Date	IT/FAC	BPM/BPS	CISD to define phone and internet needs early and select service provider				-----		
j	Pest Control Management Policy	Date	GC	BPM/BPS	Ensure General Contractor establishes a plan and submit required paperwork, where applicable				-----		
k	Roof Warranty Maintenance	Date	GC	BPM/BPS	Ensure General Contractor provide a roof warranty maintenance manual at the completion of the project.				-----		
l	Final Fire Inspection	Date	GC	BPM/BPS	Coordinate Final fire inspection with General Contractor				-----		
m	Final Health Inspection	Date	GC	BPM/BPS	Coordinate Final Health inspection with General Contractor				-----		
n	Certificate of Occupancy	Date	GC	BPM/BPS	Coordinate the final building inspection with General Contractor and monitor completion of deficiencies. Deliver approved inspection card to CISD				-----		

D PHASE III - CLOSEOUT

1	Punchlist				Inspect contractor's work and prepare punchlist	Punchlist	Ref. to close out
a	Architect's Punch List	Date	ARCH	BPM/BPS	Inspect all divisions and provide punchlist with picture documentation		
b	Contractors Punch List	Date	GC		Contractor punchlist to include breakdown per subcontractor		
c	CISD Punch List	Date	BPM/BPS		Inspect all divisions and provide punchlist with picture documentation		
d	Landscape Punch list	Date	ARCH	BPM/BPS			
2	Board Final Acceptance						
	HVAC Test and Balance Report (TAB)	Date	CMR	BPM/BPS	HVAC Test and Balance Report from certified agency.		
	Certificate of Occupancy	Date	CMR	BPM/BPS	Certificate of Occupancy issued by City of El Paso		
	Close Out Documents	Date		BPM/BPS			
a	As-Built Drawings (PDF & AutoCAD)	Date	ARCH/CMR	BPM/BPS			
b	O&M Manuals	Date	ARCH/CMR	BPM/BPS			
c	Warranties and Guarantees	Date	ARCH/CMR	BPM/BPS			
d	Asbestos Statement	Date	ARCH/CMR	BPM/BPS			
e	Roof Warranty Letter	Date	ARCH/CMR	BPM/BPS			
	Internal Audit Payment Application Review	Date	IA	BPM/BPS			
	Certificate of substantial completion	Date	ARCH	BPM/BPS	Architect to issue AIA G704 - Refer to CISD Design Standards		
	Final Inspections	Date	ARCH	BPM/BPS			
a	Electrical	Date	ARCH	BPM/BPS			
b	Mechanical	Date	ARCH	BPM/BPS			
c	Plumbing	Date	ARCH	BPM/BPS			
d	Fire Marshal	Date	ARCH	BPM/BPS			
e	TDLR (Within 30 days of completion)	Date	ARCH	BPM/BPS			
f	Final Inspection	Date	ARCH	BPM/BPS			
g	Elevator Inspection	Date	ARCH	BPM/BPS			
9	11 Month Walk Through	Date	ARCH	BPM/BPS	CISD and CMR to walk and review warranty and pending punch list items		
10	Vendor Performance Evaluation	Date	FAC	BPM/BPS		-----	Ref. Phase II Forms
11	Project Final Acceptance (Campus principal)	Date	FAC	BPM/BPS		-----	Ref. Phase II Forms
II. CONTRACTOR DELIVERY							
1	Construction Manager Oversight (CMO)	<input checked="" type="checkbox"/>	CMR		CMR and ARCH responsibilities performing activities detailed within.	CMR and ARCH Job Descriptions	-----
2	Cost Estimates and Schedules	<input checked="" type="checkbox"/>	CMR		Prepare cost estimates and schedules to assist CISD to assess business points, overall proforma, and timing considerations.	Cost Estimates and Schedules	-----
3	Procurement of Subcontractors	<input checked="" type="checkbox"/>	CMR		Negotiate and recommend proposals to A/E services from existing vendors. Procurement of new vendors/services will be done with approval from CISD.	-----	-----
4	Procurement of GC Services over \$5,000	<input checked="" type="checkbox"/>	CMR		Solicit, analyze, level GC proposals and make selection recommendation to the Board of Trustees. Enter directly into contracts utilizing standard procurement documents.	GC Contract (a thru i below)	-----
5	GC Contract Terms and General Conditions check	<input checked="" type="checkbox"/>	FAC				
6	Contract Execution	<input checked="" type="checkbox"/>	CMR	Legal			
a	Agreement Form	Date	CMR	Legal	Standard form of agreement - used primarily for signature.		
b	Agreement - Exhibit A	Date	CMR	Legal	Standard form of agreement - used primarily for signature.		
c	Agreement - Exhibit B	Date	CMR	Legal	Standard form of agreement - used primarily for signature.		
III. CAPITAL BUDGET AND FINANCIAL MANAGEMENT							
1	Monthly Invoice(s)	Date	CMO		Submit by the 25th of each month, reimbursement for those costs covered by Purchase Orders incurred thru the end of the previous month.	-----	-----

2	CISD Budget Estimate	Date	BPM		Maintain log of invoice number, amount, due date, payment date, amount received.	Payment Tracker	-----
4	Pay Application Log	Date	CMO		Maintain log of A/E support services by firm and function and submit with each invoice.	A/E Inv. Tracker	-----
5	Monthly Budget Report	Date	CMO		Maintain log of Budget expenditures accumulated against line item budget.	Budget Report	-----
IV. REPORTS AND SUPPORT DOCUMENTS							
1	Construction Status Report (CSR)	Date	BPM/BPS		Prepare weekly report containing construction photos and percent complete by Contractor.	Construction Status Report	Website
V. INFORMATION PACKAGE - VISIT CISD WEBSITE - LINK BELOW							
www.canutillo-isd.org							