

UH FACILITIES PLANNING AND CONSTRUCTION

PROJECT MANAGEMENT BULLETIN (rev Nov 2022)

Subject: UHFPC Red Zone Policy for Capital Construction Contracts

1. Purpose.

To promulgate policy for facilitating effective and efficient construction completion, contract closeout, and turnover of UHFPC constructed facilities. The UHFPC Red Zone process focuses on planning and executing the actions required to render facilities complete and usable at turnover. The Red Zone process also supplements aspects of facility turnover that are not included in the construction contract (e.g. IT, collateral equipment, etc.).

2. Background.

The timely construction, completion and turnover of a fully operational facility to the Client are important elements in achieving a high level of project success. Each member of the project delivery team (Client, UHFPC, key UH Stakeholder Departments, designer and the construction contractor) plays a critical role in ensuring this success. The Red Zone process was developed to focus the project delivery team's attention to the details for contract completion and turnover of the constructed facility.

3. Process.

The process establishes business practices such as checklists, scheduling tools, and defined meetings to mitigate potential issues and enable successful turnover. The UHFPC Project Manager (PM) has the lead to coordinate the Red Zone process including planning meetings and monitoring the Checklist/Plan of Action and Milestones (hereafter referred to as the Checklist).

- A. During the Project Kickoff meeting, the PM will establish a clear expectation for turnover and introduce the Red Zone process.
- B. The PM will initiate the Red Zone process prior to construction being 75% complete or six months before the Substantial Completion Date (SCD), whichever comes first.
- C. Utilizing the Checklist template, the PM will draft a project specific Checklist.
- D. The PM will coordinate with the project to delivery team to schedule a Red Zone Facility Turnover Planning Meeting.
- E. During the meeting, the PM will reintroduce the Red Zone process, distribute the draft Checklist and establish a Red Zone meeting schedule.
- F. Prior to the first Red Zone meeting, members of the project delivery team shall review the draft template and submit updates to the PM. The PM will consolidate input and distribute a revised Checklist to be reviewed and finalized at the first Red Zone meeting.
- G. During subsequent meetings, the project delivery team will continuously review and update the Checklist to track items to completion. The team shall add and delete items as necessary to ensure all items are captured.

4. Policy.

The Red Zone process will be employed on UHFPC capital construction projects to focus on identifying all issues that could adversely impact project completion and initial operating capability.

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UHSFPC Red Zone (RZ) Checklist/Plan of Action Milestones

Checklist should be project specific and updated to add/delete items as necessary

Contractor Responsibility Critical Activities	Point of Contact	Sched Comp Date	Actual Comp Date	Notes
A. Required for Facility Delivery:				
Final Electrical Connections				
Final Water Connections				
Final Gas Connections				
Critical System Start-up:				
System:				
System:				
DALT (duct leakage) Testing				
TABS (air balancing) Testing				
BMS (controls) Testing				
Electrical Systems Testing				
Generator Testing				
Superchlorination of potable water systems				
Plumbing/backflow Testing				
Elevator Testing				
Boiler Testing				
Crane Testing				
Fire Alarm/Sprinkler Testing				
Keying Plan Meeting				
Deliver (or Install) Lockset Cores				
IT Systems Testing				
Security Testing				
Telecommunications Connections & Test				
Final Commissioning				
System Training of Facilities Personnel				
System:				
Training Client on Specialty Equipment				
Pre-Warranty Conference				
Contractor's Pre Final Punch List Complete				
Pre Final Inspection				
Punch List				
Final Inspection				
SCD/Use and Possession				
B. Required for Contract Close-out:				
Delivery of O&M Manuals				
Delivery of Product Warranties				

UHSFPC Red Zone (RZ) Checklist/Plan of Action Milestones

LEED Documentation				
Energy & Sustainability Record Card				
Site Restoration				
Final Landscaping				
Spare Parts, Extra Stock, Special Tools, etc				
As-Built Drawings				
Final Demobilization and Clean-up				
Temp Construction Fence Removed				
Project Close-out Meeting				
Close-out Storm Water Permit				
2 nd Season TABS				

Client Responsibility Critical Activities	Point of Contact	Sched Comp Date	Actual Comp Date	Notes
A. Required for Facility Delivery:				
Keying Plan Meeting				
Telecommunication install				
Modify service contracts for:				
Phone				
Utilities				
Custodial				
Grounds Maintenance				
IT Installations and/or other networks				
Client provided equipment SELF installed				
Client provided equipment contractor installed				
Client provided furniture				
Special Network Installations				
Attend Training				
B. Required for Contract Close-out:				
Planned User Move-in				
Ribbon-cutting ceremony				

UHSFPC Red Zone (RZ) Checklist/Plan of Action Milestones

UHSFPC / ODR Responsibility Critical Activities	Point of Contact	Sched Comp Date	Actual Comp Date	Notes
A. Required for Facility Delivery:				
Coordinate Final Utility Connections				
Generator Performance Verification				
Transformer Performance Verification				
1 st Season TABs				
IT Performance Verification				
Elevator Certification				
Crane Certification				
Boiler Certification				
Fire Alarm/Sprinkler Test				
Keying plan to Contractor				
Lockset Cores Install Coordinated				
Training Coordinated/Scheduled with FS				
System:				
System:				
O&Ms to FS				
Client walk-thru				
Pre-Final Inspection				
Final Inspection				
SCD/Use and Possession				
B. Required for Contract Close-out:				
SCD / Letter to Contractor				
Acceptance Letter to Client				
Warranty documentation to FS				
As-Builts to UHSFPC				
2 nd Season TABs Report Review				
Annual Elevator Maintenance Complete				
Final Complete Letter to Contractor				