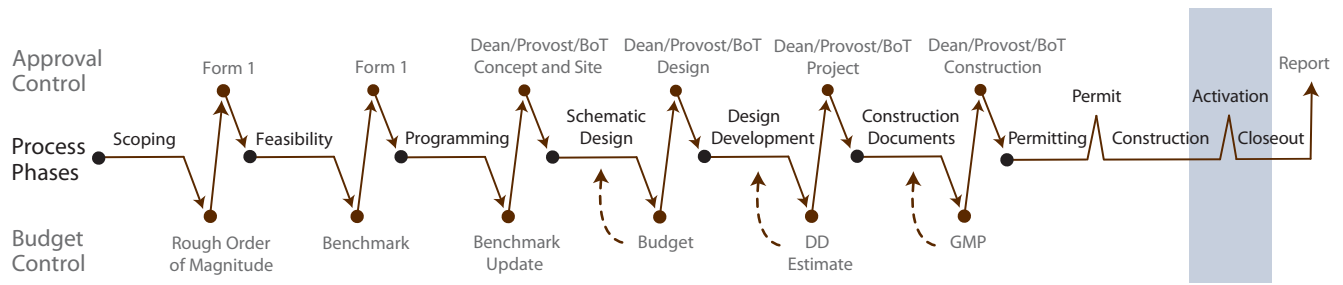


# ACTIVATION



## Facilitate turnover of completed project for user occupancy and ongoing operations and maintenance.

The activation process begins with planning in the Design phases and continues during construction until final occupancy and turnover of the facility. Activation entails commissioning and turnover of building systems for long-term operations along with furnishing and outfitting the facility for user occupancy.

During the Construction phase, the project manager will convene a turnover team consisting of members of the project technical team. This group will meet regularly to ensure effective transition of the building stewardship from DPM/GC to BGM/SEM and facilitate the transfer of project documentation to Maps & Records. While the building systems are being installed, DPM will provide periodic tours of the systems to familiarize the operations staff with the systems. Once the contractor has completed the initial start-up of the building systems, DPM facilitates the conducting of BGM and SEM and/or an outside commissioning agent of functional performance testing and verification to ensure the building is operating as designed.

The user representative works with the PM to plan building occupancy tasks such as phone/data activation, card access, security, signage, and audio/visual and furniture installation. These systems should be planned and selected during the Design phase so they can be fully coordinated with building systems and properly incorporated into the budget and schedule. The user representative provides the appropriate occupant information so these systems can be procured and installed per the project schedule. The user representative will assist in move planning and coordination. The school/department is responsible for leaving any spaces vacated clean, empty of contents, and operational. If lab spaces are vacated, the school/department must facilitate lab closure.

>> Resources for the Activation phase, including checklists and form templates, are online at: [http://lbre.stanford.edu/dpm/PDP\\_Process](http://lbre.stanford.edu/dpm/PDP_Process)

## TASKS

### Project Controls & Logistics

Budget	Track costs for activation scope
Funding	N/A
Schedule	Track activation schedule
Internal reviews	Complete training programs; organize building turnover meetings
Board of Trustees	N/A
Logistics	Demobilize and restore site
Administration	Vendor proposals and contracts
Jurisdictional	Acquire Beneficial Occupancy
Outreach	N/A

### Building Program

School/Dept	Move-in; coordinate Furniture, Fixtures and Equipment (FF&E) decommission vacated space
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### Sustainability

Complete commissioning and post-occupancy evaluation

## DELIVERABLES

- Certificate(s) of occupancy
- Turn-over documents
- Energy model

## APPROVALS

- Project Manager
- Facility Coordinator
- Building Manager
- Zone Manager
- Director, DPM
- Dean/Department and/or user representative