

Description	N/A	✓	Notes
1. Prepare deficiency lists: follow up when contractor reports that deficiencies are completed.			
2. Attend equipment demonstrations to receive training and troubleshooting information.			
3. Carry out substantial performance site visit:			
.1 report findings to architect			
4. Review relevant submissions, including:			
.1 warranties;			
.2 inspection certificates;			
.3 manuals;			
.4 operating instructions.			
5. Carry out final site visit.			
6. Update statement of design principles for presentation by architect to owner.			
7. Provide description of systems:			
.1 how they work, including:			
.1 zoning;			
.2 sustainability;			
.3 energy consumption;			
.4 maintenance requirements;			
.5 probable life expectancy of components before replacement will be required.			
8. Prepare record drawings <i>as required</i> .			