

Punch List

Tenant: _____

Space # _____

Center: **Danbury Fair Mall**

Date of Inspection: _____

Inspected By: **Chip Jowdy**

Store Opening Date: _____

Contractor Information:

Date sent to Contractor:

Date to be Completed:

Phone:

Fax:

Storefront					
NO.	ITEM	YES	NO	N/A	DEFICIENCIES
1.	Final clean up of storefront complete.				
2.	Storefront workmanship acceptable.				
3.	Mall bulkheads, neutral piers, and floor tile cleaned, completely painted and repaired.				
4.	Acceptable transition strip at change in floor material (i.e., tile at entry to carpet in sales)				
5.	Approved signage installed properly				
4.	Are all sign manufacturers' labels removed from sight?				
5.	Are there any weep holes (covered), cracks or light leaks in the illuminated signage?				
6.	Storefront construction within the allowable lease line boundaries, unless previously approved by the Landlord				
7.	Tenant's storefront not attached to the Landlord's bulkhead for vertical support. Tenant may connect to the mall structure for lateral support only.				
8.	Acceptable hard surface flooring material installed at entrance per approved plans.				

9.	Ceramic tile or metal base installed on storefront, per approved plans.				
Storefront					
NO.	ITEM	YES	NO	N/A	DEFICIENCIES
10.	Support clips and safety logos on storefront glazing				
11.	Storefront materials installed per approved plans				
SALES AREA					
NO.	ITEM	YES	NO	N/A	DEFICIENCIES
1.	Walls finishaed with approved materials.				
2.	Approved base material installed				
3.	Electrical cover plates installed				
4.	Approved ceiling installed properly				
5	If drywall ceiling is installed, is there adequate access to Mall and Tenant equipment and/or cleanouts above the ceiling (i.e., air handlers,smoke detectors, elec. junction boxes, etc.)				
6.	Approved flooring installed properly.				
7.	Approved ceiling installed				
8.	Approved light fixtures installed				
9.	Sprinklers installed (fully or semi-recessed) by Landlords sprinkler contractor				
10.	Flooring installed properly				
Structural					
NO.	ITEM	YES	NO	N/A	DEFICIENCIES
1.	Ceilings and soffits supported properly.				
2.	Have neutral piers been property reconfigured?				
3.	No construction may be attached to or supported from roof deck.				
4.	Transformers, air handlers, and rolling grills properly supported from bar joists.				
5.	Walk-in coolers,safes, or any other heavy equipment must be reinforced from below.				

6.	Insulation installed below walk-in coolers to prevent condensation below (upper level tenants)				
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Structural

NO.	ITEM	YES	NO	N/A	DEFICIENCIES
8.	Mall expansion joints within Tenant's premisis properly addressed during construction.				

Mechanical/Electrical/Plumbing

NO.	ITEM	YES	NO	N/A	DEFICIENCIES
1.	Is all the ductwork, including main and branch ducts, built of galvanized sheet metal acceptable?				
2.	Is the installation of grease trap for all food service tenants acceptable?				
3.	Have food or order producing tenant's installed proper exhaust equipment?				
4.	Do the rooftop exhaust fans have proper drip pans (grease using food tenants)?				
5.	Have fire extinguishers been provided?				
6.	Are all electrical panels and equipment property labeled?				
7.	Are emergency exit lights operational?				
8.	Is transformer and grounded mounted on floor or wall and easily accessible?				
9.	Are all conductors copper?				
10.	All plumbing lines jettted after completion at construction. Proof submitted to operations manager.				
11.	All water lines properly insulated.				
12.	Have all HVAC and exhaust equipment been identified with tenant name & space #?				
13.	Are all lights operated from a separated switch (not Breakers)?				
14.	Day Automation Systems used for new controls. orogramming and re-programming of EMS, by Mall contractor.				

15.	AHU(s) over 10 years of age replaced with a new AHU(s)				
16.	All abandoned HVAC rooftop equipment has been removed and properly disposed of; metal deck and roof material patch by Mall roofer				

Mechanical/Electrical/Plumbing					
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NO.	ITEM	YES	NO	N/A	DEFICIENCIES
17.	Proof of maintenance contract on HVAC system submitted to Mall Manager				
17 a.	Certified Air Balance Report				
18.	Electric water heater installed in 2" drain pan with overflow and relief valves piped to floor drain				
19.	Supply side duct detection installed and tied into mall F/A system by mall contractor				
20.	Grease trap installed properly (Food Tenants only)				
21.	Proof of maintenance on grease trap submitted to Mall Manager				
22.	Life/ safety systems installed and operation				
23.	Electronic Check Meter-GE #744X400001 installed the mall electric room				
24.	Water meter installed under sink lavatory				
25.	Gas meter installed (Food Tenants)				
26.	Grease guard Containment System with 10' upblast installed (Food Tenants only)				
27.	Main water shut off valve installed under lavatory				

Flooring					
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NO.	ITEM	YES	NO	N/A	DEFICIENCIES
1.	Waterproof membrane installed in all wet areas prior to tile installation and up walls 4" minimum and tested				
2.	Floor penetrations sealed watertight and tested (Second Level Tenants).				

Rest Rooms					
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NO.	ITEM	YES	NO	N/A	DEFICIENCIES
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1.	Are the fixtures operational and installed per plans?				
2.	Is the floor drain installed?				
3.	Waterproof membrane installed in all wet areas prior to tile installation and up walls 4" minimum and tested				

Roof					
NO.	ITEM	YES	NO	N/A	DEFICIENCIES
1.	Is the roof clean?				
2.	Is the HVAC and Exhaust labeled?				
3.	All construction debris removed?				

Food Court Tenants					
NO.	ITEM	YES	NO	N/A	DEFICIENCIES
1.	New water proof floor installed and water tested. Must be min of 4" up walls.				

GENERAL					
NO.	ITEM	YES	NO	N/A	DEFICIENCIES
1.	Unconditional Lien Releases				
2.	As- Built Drawings				
3.	MSDS				
4.	Architect's Certification				
5.	Gas Meter Confirmation				
6.	Roll Off Dumpster Removed				
7.	Roof Sweep/all parts & trash removed				
8.	Metal Corner Guards On back door Hallway Exits				
9.	Space # Installed Over Back Door In Service Court Hallway				
10.	CAD AS-built Diskette				
11.	Receipt of Tenant affidavit				
12.	General contractors final billing, including AIA documents G702 & G703				

General Overall Comments					

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