

## MOVING IN

Typically, you will begin packing supplies and material to return to the modernized facility prior to the end of the school year. The Department of Materials Management will provide you with packing materials for personal items and ensure that your furniture and equipment arrive when they are needed. They will also ensure that your move is coordinated with the dates when the facility is available for occupancy. The Department of Materials Management will contact you well in advance of the anticipated move-in date with specific instruction for your project. You remain in the holding school until this notification.

As the project nears completion, final inspections involving all the key players with contractual obligations are made. A list of “not quite completed or not quite right” items is compiled. This is called a “punch list”. It is not an invitation to fight, although it may seem that way sometimes, because the contractors have to keep working on the punch list items until MCPS staff inspectors are satisfied.

Occupancy of the new or modernized facility can, and often does, occur before the punch list is done. Sometimes we intentionally stage partial occupancy of the project as individual areas, such as the administrative area and IMC, become completed and available. Sometimes we wait until everything’s done. Sometimes we don’t have the luxury of waiting for total completion.

Depending on the original schedule, what actually happens during the construction process, and conditions over which MCPS has no control and which could not be anticipated, your project may be occupiable but still need some final embellishment when the moving vans pull up. All contracted items will eventually be done. It’s just that sometimes it takes longer than planned.

If this happens, you will not be abandoned. Division of Construction staff will be there to continually ensure that contractors finish what they’re being paid to do. They don’t get their final payments until they do it right.

During your move-in, the school staff will be given instructions and training on the operation of the building systems. Your building service manager will also receive maintenance and operation manuals for the building systems and equipment.

MCPS’ resources and experience normally ensure that projects are ready when scheduled. Chances are, yours will be too. But it’s prudent to remember that things can happen over which we have no control. As we mentioned in the discussion on the Construction Progress Report, we watch the contractors closely, so it’s unlikely there will be unpleasant surprises at the end.

## **Completing the Punch List/Warranty Items**

Typically, there will still be work that needs to be completed, primarily punch list items, after you move in. Warranty items will also occur periodically during the first year of occupancy. The warranty specialist and the project inspector from the Division of Construction are responsible for ensuring this work gets completed properly and in a timely manner. Division of Construction staff will continue to be involved with the project until the punch list work is completed and the warranty period expires. They will work with the principal to schedule the contractor's work during times when it will not disrupt the school program. Unless it is an emergency, you should refer punch list and warranty items to the inspector or warranty specialist.

### **HELPFUL HINTS:**

- Typically we occupy spaces that are completed when they become available even though the entire facility may not be done. When this occurs, we are granted a temporary occupancy permit that limits the number of staff and visitors that may be in the building until the facility is completed. If this situation occurs at your facility, it may impact registering students and having parents in that building over the summer. You should be aware that this can happen and may impact events such as open houses and dedications.
- EYE days can be used, if approved, to facilitate moving into the new or modernized facility. You should discuss this with your community superintendent.
- Scheduling of summer programs during your move-in should be reviewed carefully and held elsewhere if possible.
- During the first six (6) months of occupancy, ICB and other outside uses of the facility are curtailed so warranty issues can be resolved and any remaining work items completed.
- You will be dealing with technology and building systems. The following are building systems that will be much different than your old facility:
  - Security
  - Energy Management
  - Fire Alarm
  - Telephones
- Some of the things you should begin to think about prior to moving into the new or modernized facility are:
  - Keys/Locks
  - Fire Exit Plans
  - Movement of students through the building

- New site traffic patterns
- Arrival/Dismissal procedures
  
- It usually takes one full cooling and heating season with the building occupied before the temperature controls for the air conditioning and heating systems are fully adjusted. You should prepare the building and teaching staff for this situation in advance of occupying the facility.
  
- Warranty issues can be complicated. Unfortunately, some subcontractors will try to blame others for problems in order to avoid making repairs. You should avoid, if possible, getting involved with who is responsible and let Division of Construction staff handle these matters.