Memo

August 8, 2023

To: **\*\*\*AMEND DISTRIBUTION AS NECESSARY FOR PROJECT AND CUSTOMER\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| <User Name | Department> | <Zone Leader> | <Department> |
| Caitlin Holley | OSEP/ENGIE  | Kelly Bloomfield (40) | FOD BAS/Fire |
| Jennifer Smith (5804) | Energy Services  | Shannon Ison (58) | FOD Operations |
| Greg Maginn (2) | Sustainability Services | Theresa Thayer (15) | FOD Lock and Key |
| Pete Calamari (2) | FOD Operations | Kenny King (407) | FOD Operations |
| Jim Bogac (2) | FOD Operations | Mary Leciejewski (8) | FOD Operations |
| Brett Garrett (194) | FOD Operations | Robert Baughman (182) | FOD Elevator |
| Matt Cyr (7) | FOD Operations |  |  |
| Wayne Eckert | Facilities Management, WMC |   |  |
| Aparna Dial (15) | FOD Landscape |  |  |
| Steve Schneider (113)  | FOD Landscape |  |  |

From: [PROJECT MANAGER], Project Manager

**RE: BUILDING OCCUPANCY NOTICE**

 **<PROJECT NAME> <PROJECT NUMBER>**

This memo is to alert your office that the University received the “Certificate of Use and Occupancy” from the State effective on **< date >**. Occupancy is scheduled to start within the next few days. This date of occupancy commences most of the warranties and guarantees required by the contract documents.

It has been cleared with the Associate Vice President of Design and Construction that general building, plumbing, electrical and custodial work required to support the above areas can be accepted by The University as of the date noted above.

The user must be advised that the heating, ventilating and air conditioning, as well as other special systems, may temporarily operate erratically until minor adjustments are completed. The occupants can materially assist in troubleshooting for corrective measures if they will refrain from changing the settings or adjustments on the equipment.

All problems or deficiencies not classified under general maintenance, but qualified under the warranty condition of the contract, are to be directed to me. Such items will be recorded on the project deficiency list for corrective action. In many cases, proper handling of such problems or deficiencies can extend normal warranty dates on very expensive equipment, which is in the University's best interest.

If you have any questions, contact me at < Project Manager # >.

cc: Kristin Poldemann, Associate Vice President, FOD

 Loren Brockway, Senior Director/Chief of Staff

 Terry Rodemann, Risk Management

 Heather Shade, FITS

 <DoP>