

NAVFAC Red Zone (NRZ) Checklist/POAM

- The NRZ Checklist/POAM is a tool to track the status of critical activities required for BOD to help ensure their timely completion to prevent delays with the facility acceptance and turnover.
- The critical activities are organized by section according to the responsible party (i.e. Contractor, Client, and NAVFAC)
- Critical items missing from this list should be added as necessary to ensure the list is comprehensive. Likewise, unnecessary items should be deleted.
- Any critical items left off the NRZ Checklist that are later identified after initial NRZ meeting is conducted should be added immediately so their progress can be tracked.
- A copy of the NRZ Checklist/POAM shall be maintained in the contract file.

Section 1

Contractor Responsibility Critical Activities	Point of Contact	Sched Comp Date	Actual Comp Date	Notes
A. Required for Facility Delivery:				
Final Electrical Connections				
Final Water Connections				
Final Gas Connections				
Critical System Start-up:				
System:				
System:				
DALT (duct leakage) Testing				
TABS (air balancing) Testing				
ACATS (controls) Testing				
Electrical Systems Testing				
Generator Testing				
Superchlorination of potable water systems				
Plumbing/backflow Testing				
Elevator Testing				
Boiler Testing				
Crane Testing				
Fire Alarm/Sprinkler Testing				
Keying Plan Meeting				
Deliver Lockset Cores				
NMCI Connections/IT Systems Testing				
IDS & SCIF Testing				
Telecommunications Connections & Test				
Final Commissioning				
System Training of Navy Personnel				
System:				
System:				
Pre-Warranty Conference				
Contractor's Pre Final Punch List Complete				
Pre Final Inspection				
Punch List				
Final Inspection				
BOD/Use and Possession				

B. Required for Contract Close-out:				
Delivery of O&M Manuals				
Delivery of Product Warranties				
LEED Documentation				
Energy & Sustainability Record Card				
Site Restoration				
Final Landscaping				
Spare Parts, Extra Stock, Special Tools, etc				
As-Built Drawings				
Final Demobilization and Clean-up				
Temp Construction Fence Removed				
Project Close-out Meeting				
Complete DD1354				
Close-out Storm Water Permit				
2 nd Season TABS				

Section 2

Client Responsibility Critical Activities	Point of Contact	Sched Comp Date	Actual Comp Date	Notes
A. Required for Facility Delivery:				
Keying Plan Meeting				
Telecommunication install				
Mod service contracts for Phone/Utilities/ Custodial/Grounds				
NMCI Installations or other networks				
GFE status/delivery schedule (GFCI, GFGI)				
Client provided equipment SELF installed				
Client provided equipment KTR installed				
Intrusion Detection Systems Test				
Secure Network Installations				
Attend Training				
B. Required for Contract Close-out:				
Planned User Move-in				
Ribbon-cutting ceremony				

Section 3

NAVFAC Responsibility Critical Activities	Point of Contact	Sched Comp Date	Actual Comp Date	Notes
A. Required for Facility Delivery:				
Coordinate Final Utility Connections				
Generator Performance Verification				
Transformer Performance Verification				
DALT Verification				
1 st Season TABs Verification				
ACATS Performance Verification				
Elevator Certification				
Crane Certification				
Boiler Certification				
Fire Alarm/Sprinkler Test				
IDS & SCIF Test				
Keying plan to contractor				
Locket Cores installed				
Training Coordinated/Scheduled with FMS				
O&Ms to FMS				
Client walk-thru Inspection				
Pre-Final Inspection				
Final Inspection				
BOD/Use and Possession				
B. Required for Contract Close-out:				
BOD Letter to Contractor				
Acceptance Letter to Client				
DD 1354 Signed & turned over to RPAO				
Closeout permits (e.g., NPDES)				
Contractor Evaluations (CCASS) Complete				
Finalize Outstanding Contract Mods				
Process recycled/recovered materials report				
BOD (A) entered into eContracts				
Inform PM of BOD				
Assist PM with AE Evaluation (ACASS)				
Warranty documentation to FMS				
As-Builts to FMS				
2 nd Season TABs Report Review				
Annual Elevator Maintenance Complete				