

# TOWN OF McCORDSVILLE

Post-Occupancy Sample Documents



**WAYPOINT**  
STRATEGIES

# PRE-OCCUPANCY CHECK LIST & DOCUMENTATION

Pre-Occupancy Check List & Documentation				
Building Information				
Building Name:	Community Center		Square Footage:	
Opening Date:	10/1/2025		LEED Certification:	
Architect:	MTM		Contact Info:	
Contractor:			Contact Info:	
Owner's Rep:			Contact Info:	
Pre-Occupancy/Post-Construction Check-List and Documentation				
Contracts for Systems Maintenance				
Warranty Information				
MDS/SDS Sheets				
Operating & Maintenance Contracts (existing and those needed)				
Keyways Documentation - Access listings				
Operating Manuals				
Code & Visitor Signage (emergency exits, maps, occupancy limits, etc.)				
FF&E Documentation				
Final Construction Plans				
Field Plans (Marked-Up Construction Plans)				
Delivery Method:				
Summary of Information and then linked document with specifics				

This is a preliminary list of documentation to be compiled and made available within the document and/or electronically, as appropriate.

# ASSET AND COMPONENT INVENTORY


Asset Inventory						
Building Information						
Building Name:	Community Center		Square Footage:			
Opening Date:	10/1/2025		LEED Certification:			
Architect:	MTM		Contact Info:			
Contractor:			Contact Info:			
Owner's Rep:			Contact Info:			
Asset Documentation						
Asset No.	Asset Name	Component	Specification	Building Location	Unit Link	Component Link
1000	AHU - 1 (AMCOR 250	Filter	Deep Bed Filters F5	Mechanical Room 1	<a href="#">Spec Sheet</a>	<a href="#">Filter Link</a>
1001	Fridge	Filter				
1002	2x2 Ceiling Light	Bulb				

Sample asset inventory will serve as a centralized repository of assets and associated components within the building. This list will streamline materials ordering for replacement and maintenance purposes, as well as asset information for more detailed or complex needs.

# PREVENTATIVE MAINTENANCE & CAPITAL PLANNING

Facilities Maintenance Processes							
Building Information							
Building Name:	Community Center			Square Footage:			
Opening Date:	10/1/2025			LEED Certification:			
Architect:	MTM			Contact Info:			
Contractor:				Contact Info:			
Owner's Rep:				Contact Info:			
Maintenance Processes							
Asset No.	Asset Name	Weekly	Monthly	3-month	6-month	12-month	Adhoc
1000	AHU - 1	See AHU PM	See AHU PM	See AHU PM	See AHU PM	See AHU PM	
1001	Fridge						
1002	2x2 Ceiling Light						



 Weekly inspection checklist
nd review the unit for any changes in operating conditions.
they should be investigated further.
ny unusual noises.
they should be investigated further.
ly Inspect temperature setting to ensure as per design/operational needs.
gate as to why and reset if no reason provided.
ould impact the buildings energy usage.

This is a combination of worksheets that will work together to document routine preventative maintenance and build a 3-5 year capital investment plan for the building, providing near-term guidance for facilities management as well as long-term budget planning.