

## NAVFAC Red Zone (NRZ) Checklist/POAM

### 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 ar
- 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.

1	<b>Section 1</b>				
2	<b>Contractor Responsibility</b>				
3	<b>Critical Activities</b>	<b>Point of Contact</b>	<b>Sched Comp Date</b>	<b>Actual Comp Date</b>	<b>Notes</b>
4	<b>A. Required for Facility Delivery:</b>				
5	As-Built Drawings				
6	System Training of Navy Personnel				
7	Pre-Warranty Conference				
8	Contractor's Pre Final Punch List Complete				
9	Pre Final Inspection				
10	Punch List				
11	Final Inspection				
12	Delivery of O&M Manuals				
13	Delivery of Product Warranties				
14	LEED Documentation				
15	Energy & Sustainability Record Card				
16	Spare Parts, Extra Stock, Special Tools, etc				
17	Keying Plan Meeting				
18	Deliver Lockset Cores				
19	Elevator Testing				
20	Sprinkler Testing				
21	Final Water Connections				
22	Superchlorination of potable water systems				
23	Plumbing/backflow Testing				
24	DALT (duct leakage) Testing				
25	TAB (air balancing) Testing				
26	Boiler Testing				
27	2 <sup>nd</sup> Season TABS				
28	ACATS / DDC (controls) Testing				
29	Final Commissioning				
30	Electrical Systems Testing				
31	Final Electrical Connections				
32	Generator Testing				
33	IDS & SCIF Testing				
34	Fire Alarm				
35	Site Restoration				
36	Final Landscaping				
37	Final Gas Connections				

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38	NMCI Connections/IT Systems Testing				
39	Telecommunications Connections & Test				
40	Crane Testing				
41	Critical System Start-up:				
42	BOD/Use and Possession				
43	<b>B. Required for Contract Close-out:</b>				
44	Final Demobilization and Clean-up				
45	Temp Construction Fence Removed				
46	Project Close-out Meeting				
47	Complete DD1354				
48	Close-out Storm Water Permit				
49	<b>Section 2</b>				
50	<b>Contractor Responsibility</b>				
51	<b>Critical Activities</b>	<b>Point of Contact</b>	<b>Sched Comp Date</b>	<b>Actual Comp Date</b>	<b>Notes</b>
52	<b>A. Required for Facility Delivery:</b>				
53	Keying Plan Meeting				
54	Telecommunication install				
55	Mod service contracts for Phone/Utilities/ Custodial/Grounds				
56	NMCI Installations or other networks				
57	GFE status/delivery schedule (GFCI, GFGI)				
58	Client provided equipment SELF installed				
59	Client provided equipment KTR installed				
60	Intrusion Detection Systems Test				
61	Secure Network Installations				
62	Attend Training				
63	<b>B. Required for Contract Close-out:</b>				
64	Planned User Move-in				
65	Ribbon-cutting ceremony				
66	<b>Section 3</b>				
67	<b>NAVFAC Responsibility</b>				
68	<b>Critical Activities</b>	<b>Point of Contact</b>	<b>Sched Comp Date</b>	<b>Actual Comp Date</b>	<b>Notes</b>
69	<b>A. Required for Facility Delivery:</b>				
70	Coordinate Final Utility Connections				
71	Generator Performance Verification				
72	Transformer Performance Verification				
73	DALT Verification				
74	1 <sup>st</sup> Season TABs Verification				
75	ACATS Performance Verification				
76	Elevator Certification				
77	Crane Certification				

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78	Boiler Certification				
79	Fire Alarm/Sprinkler Test				
80	IDS & SCIF Test				
81	Keying plan to contractor				
82	Locket Cores installed				
83	Training Coordinated/Scheduled with FMS				
84	O&Ms to FMS				
85	Client walk-thru Inspection				
86	Pre-Final Inspection				
87	Final Inspection				
88	BOD/Use and Possession				
89	<b>B. Required for Contract Close-out:</b>				
90	BOD Letter to Contractor				
91	Acceptance Letter to Client				
92	DD 1354 Signed & turned over to RPAO				
93	Closeout permits (e.g., NPDES)				
94	Contractor Evaluations (CCASS) Complete				
95	Finalize Outstanding Contract Mods				
96	Process recycled/recovered materials report				
97	BOD (A) entered into eContracts				
98	Inform PM of BOD				
99	Assist PM with AE Evaluation (ACASS)				
100	Warranty documentation to FMS				
101	As-Builts to FMS				
102	2 <sup>nd</sup> Season TABs Report Review				
103	Annual Elevator Maintenance Complete				