

## Project closeout Punch list

Project: Atchison County USD 377  
 Location: Effingham, KS  
 Date: 10/28/2015

360EE Project Number: P15115

The following are to be completed by the contractor prior to final acceptance of the project. Failure to include any deficiencies in this list does not alter the responsibility of the contractor to complete the project in accordance with the contract documents. The contractor shall return a copy of this list to the 360 Energy Engineers construction manager after all items are complete. All items shall be completed by \_\_\_\_\_.

### ITEMS THAT REQUIRE ACTION

| ITEM NO. | INSPECTOR INITIALS | LOCATION         | DESCRIPTION                                                                                                                         | Responsible Contractor | CORRECTIVE ACTION TAKEN | DATE COMPLETED |
|----------|--------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------|----------------|
| 1        | JJP                | Cafeteria        | Ceiling Tiles to be reinstalled near kitchen where ductwork was installed. And in center of cafeteria where diffuser was installed. | P1 Group               |                         |                |
| 2        | JJP                | Cafeteria        | New ceiling tile to be installed with fire alarm in full tile                                                                       | Hundley                |                         |                |
| 3        | JJP                | Cafeteria        | Patching Behind old Unit Vents                                                                                                      | P1/360                 |                         |                |
| 4        | JJP                | Kitchen          | Ceiling to be repaired where new unit was installed                                                                                 | P1 Group               |                         |                |
| 5        | JJP                | Cafeteria        | Ceiling tile water stained due to EF louver                                                                                         | P1 Group               |                         |                |
| 6        | JJP                | Band room        | Paint blocks where AC units were removed                                                                                            | Hundley                |                         |                |
| 7        | JJP                | Boys Locker      | Grout steam piping holes and install covers over junction boxes                                                                     | P1 Group               |                         |                |
| 8        | JJP                | Girls Locker     | Junction box is open, needs a cover installed                                                                                       | P1 Group               |                         |                |
| 9        | JJP                | Commons          | Repair trim in lobby hallway where conduit runs are                                                                                 | P1/360                 |                         |                |
| 10       | JJP                | Room 110         | Trim out around change air unit                                                                                                     | P1 Group               |                         |                |
| 11       | JJP                | Room 109         | Trim out around change air unit                                                                                                     | P1 Group               |                         |                |
| 12       | JJP                | Room 104         | repair holes in wall                                                                                                                | P1 Group               |                         |                |
| 13       | JJP                | All              | Trim foam around conduit penetrations and paint to match wall.                                                                      | P1 Group               |                         |                |
| 14       | JJP                | room 105         | Wall repair/paint, and address metal panel issue                                                                                    | P1/360                 |                         |                |
| 15       | JJP                | Room 105         | Ceiling tile to be installed around AHU.                                                                                            | Hundley                |                         |                |
| 16       | JJP                | Room 100         | Trim around AHU                                                                                                                     | P1 Group               |                         |                |
| 17       | JJP                | Room 100         | wall not painted, holes in ceiling                                                                                                  | P1/360                 |                         |                |
| 18       | JJP                | Corridor 290     | Wires hanging out of junction box                                                                                                   | P1 Group               |                         |                |
| 19       | JJP                | Room 202         | Ceiling tile to be installed around AHU.                                                                                            | Hundley                |                         |                |
| 20       | JJP                | Room 201         | UV wall covering needs to be addressed                                                                                              | P1/360                 |                         |                |
| 21       | JJP                | Room 203         | UV wall covering needs to be addressed                                                                                              | P1/360                 |                         |                |
| 22       | JJP                | Room 200 Storage | Wall needs to be repaired where gas and electrical penetrates wall                                                                  | P1 Group               |                         |                |
| 23       | JJP                | Room 209         | Ceiling Tile and wall panels need to be address                                                                                     | P1/360                 |                         |                |
| 24       | JJP                | Room 210         | Ceiling Tile and wall panels need to be address                                                                                     | P1/360                 |                         |                |
| 25       | JJP                | Room 212         | Ceiling Tile and wall panels need to be address                                                                                     | P1/360                 |                         |                |

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|----------|--------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------|----------------|
| 26       | JJP                | Room 214                        | Office wall holes where pipes run through wall needs to be addressed                                             | P1 Group               |                         |                |
| 27       | JJP                | Room 215                        | Carpet stained and not cleaned where heater was removed and leaked on carpet.                                    | P1 Group               |                         |                |
| 28       | JJP                | Room 216                        | UV wall covering needs to be addressed                                                                           | P1/360                 |                         |                |
| 29       | JJP                | Room 217                        | UV Wall covering, flooring, and ceiling needs to be addressed                                                    | P1/360                 |                         |                |
| 30       | JJP                | Room 218                        | UV Wall covering, flooring, and ceiling needs to be addressed                                                    | P1/360                 |                         |                |
| 31       | JJP                | Room 219                        | Wall panel and flooring need addressed                                                                           | P1/360                 |                         |                |
| 32       | JJP                | Room 309                        | Repair holes in wall                                                                                             | P1 Group               |                         |                |
| 33       | JJP                | Room 300                        | Carpet still stained, Ceiling tiles were damaged when installing ductwork (approximately 20 tiles)               | P1 Group               |                         |                |
| 34       | JJP                | Room 304                        | UV wall panel and flooring                                                                                       |                        |                         |                |
| 35       | JJP                | Room 306                        | Stained ceiling tile, electrical cover needs to be installed properly.                                           | P1 Group               |                         |                |
| 36       | JJP                | Room 307                        | Stained or missing ceiling tile, electrical lcover needs to be installed properly                                | P1 Group               |                         |                |
| 37       | JJP                | Room 308                        | Electrical conduite holes and holes from steam piping need to be filled.                                         | P1 Group               |                         |                |
| 38       | JJP                | Room 306                        | UV Wall panels and flooring                                                                                      | P1/360                 |                         |                |
| 39       | JJP                | Room 307                        | UV Wall panels and flooring                                                                                      | P1/360                 |                         |                |
| 40       | JJP                | Room 308                        | UV Wall panels and flooring                                                                                      | P1/360                 |                         |                |
| 41       | NCP                | Panel PP11                      | Replace existing circuit breakers, label new circuits                                                            | P1 Group               |                         |                |
| 42       | NCP                | Panel PP20                      | Replace existing circuit breakers, label new circuits                                                            | P1 Group               |                         |                |
| 43       | NCP                | All Panelboards and Disconnects | Clearly label all circuit breakers, panelboards, and equipment disconnects                                       | P1 Group               |                         |                |
| 44       | NCP                | All Panels                      | Replace missing covers                                                                                           | P1 Group               |                         |                |
| 45       | JTB                | All Thermostats                 | Move thermostats to locations shown on drawings. Modify CAU panels as necessary to seal penetrations.            | P1 Group               |                         |                |
| 46       | JTB                | RR 106                          | Install thermostat for CUH-8                                                                                     | P1 Group               |                         |                |
| 47       | JTB                | Corridor 191                    | Install thermostat for CUH-5                                                                                     | P1 Group               |                         |                |
| 48       | JTB                | Entry 192                       | Paint wall where unit was removed on East side                                                                   | P1 Group               |                         |                |
| 49       | JTB                | Gym 123                         | Paint where block wall was patched where window units were removed                                               | Hundley                |                         |                |
| 50       | JTB                | Basement                        | DHW piping sags at bend in East side of basement mechanical room. Install additional supports to prevent sagging | P1 Group               |                         |                |
| 51       | JTB                | Gym 123                         | Where unit was removed on North side, large duct opening should be blanked off with metal panel.                 | P1 Group               |                         |                |

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|----------|--------------------|---------------|-------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------|----------------|
| 52       | JTB                | Classroom 202 | Trim around Unit                                                                                                  | P1 Group               |                         |                |
| 53       | JTB                | Roof          | All OA dampers on RTU's were closed during walkthrough, these need to be opened and balanced to scheduled OA flow | P1 Group               |                         |                |
| 54       |                    |               |                                                                                                                   |                        |                         |                |