

## Step 12: Operations and Maintenance Considerations Checklist

Check off each design component at each phase to confirm all components have been included.

| Design Component                                                   | Schematic Development | Design Development | Contract Documents | Construction Phase 1 | Construction Phase 2 |
|--------------------------------------------------------------------|-----------------------|--------------------|--------------------|----------------------|----------------------|
| Alarmed Doors                                                      |                       |                    |                    |                      |                      |
| Alarms                                                             |                       |                    |                    |                      |                      |
| Appliances                                                         |                       |                    |                    |                      |                      |
| Balcony Drainage                                                   |                       |                    |                    |                      |                      |
| Balcony Light Fixtures                                             |                       |                    |                    |                      |                      |
| Balcony Waterproofing                                              |                       |                    |                    |                      |                      |
| Cabinets                                                           |                       |                    |                    |                      |                      |
| Countertops                                                        |                       |                    |                    |                      |                      |
| Emergency Lighting                                                 |                       |                    |                    |                      |                      |
| Exterior Light Fixtures Fire Alarms                                |                       |                    |                    |                      |                      |
| Exterior Storage                                                   |                       |                    |                    |                      |                      |
| Fencing                                                            |                       |                    |                    |                      |                      |
| Fire Extinguishers                                                 |                       |                    |                    |                      |                      |
| Fire Sprinklers                                                    |                       |                    |                    |                      |                      |
| Flooring                                                           |                       |                    |                    |                      |                      |
| Hose Bibs                                                          |                       |                    |                    |                      |                      |
| HVAC Equipment (heating units, air conditioning units)             |                       |                    |                    |                      |                      |
| Interior Storage                                                   |                       |                    |                    |                      |                      |
| Janitor's Closets                                                  |                       |                    |                    |                      |                      |
| Janitor's Sinks                                                    |                       |                    |                    |                      |                      |
| Landscape Irrigation                                               |                       |                    |                    |                      |                      |
| Landscape Lighting                                                 |                       |                    |                    |                      |                      |
| Laundry Room                                                       |                       |                    |                    |                      |                      |
| Mail Delivery                                                      |                       |                    |                    |                      |                      |
| Manager's Office                                                   |                       |                    |                    |                      |                      |
| Paint                                                              |                       |                    |                    |                      |                      |
| Planters                                                           |                       |                    |                    |                      |                      |
| Planter Drainage                                                   |                       |                    |                    |                      |                      |
| Play Equipment                                                     |                       |                    |                    |                      |                      |
| Plumbing Fixtures (toilets, tubs, showers, faucets, kitchen sinks) |                       |                    |                    |                      |                      |
| Reception Desk                                                     |                       |                    |                    |                      |                      |
| Recycling                                                          |                       |                    |                    |                      |                      |

