

OWNER / MANAGEMENT RESPONSIBILITIES AT TURNOVER

At the time of turn over to the Owner of each portion of the Work, Owner and its management staff assumes responsibility for security, maintenance, climate control, utilities, damage to the Work, and property insurance.

BEFORE TURNOVER

- 1) PUNCH LIST. Must be completed and acknowledged by Owner and its management company. Any remaining punch list items with values and anticipated completion dates to be listed on the Certificate of Substantial Completion.
- 2) FINAL INSPECTIONS. Owner shall facilitate final Accessibility and Fair Housing inspections prior to Substantial Completion.
- 3) UTILITIES. All dry and wet utilities transferred to Owner's account and billing address at the time of turnover.
- 4) SECURITY. Owner assumes responsibility for security for designated portions of the Work at the time of turnover.
- 5) PROPERTY INSURANCE. Owner's insurance must be in place at cancellation of Contractor's insurance.
- 6) HOW TO OPERATE SYSTEMS. Contractor to provide operations information and training for equipment and systems in portions of the Work turned over. (Training to be conducted at Certificate of Occupancy.)

AT TURNOVER

- 1) ACCESS. Owner to receive all keys, key fobs, and garage door openers for the designated portions of the Work.
- 2) LANDSCAPING. Owner shall assume watering and maintenance of landscaping to meet warranty requirements of landscape contractor. All sprinkler heads located near buildings have been installed so that water projection is away from the structure. Irrigation system must be inspected frequently to maintain this orientation.
- 3) CLIMATE CONTROL. Owner is responsible for maintaining unit temperatures at a minimum of 55 degrees Fahrenheit in winter and a maximum of 79 degrees Fahrenheit in summer. Failure to do so may damage room finishes and void warranties.
- 4) UNOCCUPIED SPACES. Owner is responsible for inspecting unoccupied units on a weekly basis to ensure that the HVAC system is functioning properly and all construction remains intact. Owner shall notify Contractor immediately if any suspected water damage is discovered.
- 5) POOLS AND FOUNTAINS. Owner shall provide maintenance for pools and fountains located in portions of the Work turned over.
- 6) EQUIPMENT TIMERS. Owner's onsite maintenance staff is responsible for setting equipment timers to desired times.

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- 7) EXTERIOR INSPECTIONS. Owner to schedule at least 3 inspections per year, or more if recommended by manufacturer, of all exterior finishes. See attached building elevation. All maintainable materials and assemblies must be updated at that time as part of onsite maintenance program. If any items are found to be installed incorrectly or in need of warranty work (see Warranty Manual), the subcontractor responsible for installation (see Operating and Maintenance Manual) and Contractor shall be notified immediately.
- 8) ROOF. Owner to insure that roof inspections are performed at least 3 times a year, or more frequently if recommended by manufacturer. All maintainable materials and assemblies need to be updated at that time as part of the onsite maintenance program. If any items are found to be installed incorrectly or in need of warranty work (see Warranty Manual), Owner shall immediately notify installing subcontractor and Contractor.
- 9) ROOF / EXTERIOR. Andres' Multifamily Coordinator and the Superintendent of this project along with a representative from the Property Management and Maintenance Team will perform a semiannual walk of the roof and exterior of the building to review the performance of the building envelope. This semiannual walk will continue for 2 years after the Substantial Completion date of the project.
- 10) EMERGENCY. Contractor's designated representative should be included on all emergency response calls from the monitoring company until such time as the property is 100% complete, occupied, turned over to Owner, and Contractor has been paid in full.
- 11) WARRANTY MANUAL / AS BUILT DRAWINGS. Contractor to provide all warranty documentation and contact information including electronic files of all building plans, specifications, submittals, shop drawings and as-built drawings at Certificate of Occupancy.
- 12) Subcontractor to provide training on select Scope related equipment. A video record of this training will be included in the close out documents.

4/28/2010

ANDRES