Coordination Checklist

University Police (Billy Stuart, Dale Walls, Ned Watson)
- Access Control / Wolf Card programming
  - UWG_Access_Control@westga.edu
- Alarm deactivations or codes
- Cores for locks ($35 each)
  - Temporary cores
- Keys needed daily or extended use authorization
- Traffic rerouting
- After-hours/Weekend access requested

Auxiliary Services (Mark Reeves, Ely Elefante, Wade Crenshaw)
- Wolf Card required
- Hang tags needed
- Cones or spaces reserved
- Traffic sign changes
- Striping
- Handicapping parking code compliance and quantity

Safety (Matt Jordan, WIC, etc.)
- Life Safety Shutdown Permit (Fire or Sprinkler)
- Fencing or Tree Save
- Directional signage
- Barriers/Barricades
- Hotwork
  - Welding/Brazing
  - Electrical
- FM-200 or other shutdown
- Electrical shutdown or Med. Voltage switching

General Conditions
- Campus Wide notification
- 811 Utility locates (required if more than hand-digging)
- SAR needed (change in space or ownership)
- PPV building--funding implications, project approvals, contracting
- Abatement (Ineke Abunawass)
- Dust Control/Zipwalls/walk-off mats/HEPA filtration
- Floor protection
- Elevator pads and protection (WIC)
- Porta Johns
- Roll-Off Dumpsters with pad protection
- Tree Protection (James Hembree)
  - Limbing, thinning, moving?
  - Accessible pathway
  - Tree Root Protection Plan
- Dirt spoils and concrete slag coordination
- SFM approval (Thomas Furr)
- City approval (street modification, etc.) (Tommy Holland)
- HRL ResStar (678-839-4718) (firewatch, escorts, etc.) (no work before 10AM in occupied housing)

**Finishes**
- Signage (interior/exterior)
  - UCM approval needed? (April Saunders)
  - Room number coordination (Laura Kowalski)
- Backing/blocking for device attachment (bathrooms, TV monitors)
- ADA compliance and/or upgrades
- FFE coordination/purchase (multiple vendors)
- Surplus--Asset Management (George Parmer)

**Facilities** (Fred Ricketson, Theresa Jablecki-Kriel, Daniel McKinley, WIC)
- Sprinklers
- Fire Alarm shutdown (Terry Davis/Danny Johnson)
  - Firewatch and Permit required
- HVAC and Plumbing coordination (Jason Lawler)
  - ALC control programming
  - Test & Balance
- Irrigation controls or system modification/additions (Sean/Marshall)
- Landscaping needs
- Move Crew needs (Mike Brooks)
Paint colors and finishes Request (Josh Higgins)

Information Technology (IPMO-Dale Driver, Karen Hargis)
- Servicedesk@westga.edu
- Data or phone drops needed
  - Handsets needed
  - Additional phone card needed ($$)
  - Port space available
  - Appropriate patch cables supplied per # of lines (1 for 1)
- Data Switch needed (est. $5,500)
- Personnel transfer sheet completed
- Contractor WIFI access
- Demolish old cabling to patch panels
- Cameras
- Security systems
- FourWinds Digital Signage/Displays (power/DATA, computer?)
- Classroom A/V (Brian McCrary, Chris Harris)

Design Standards given to vendor
- Building and Design standards
- CAD drawing standards
- UWG Cabling standards
- Tree Protection Policy