

Tenant Construction Checklist

Version 2025R1



TENANT INFORMATION

Tenant Name:
Suite Number:
Corporate Address:
Tenant Contact:
Telephone number:
Email address:

DISCLAIMER NOTICE

Any and all notices and / or approvals from 205 Datura WPB LLC does not constitute an approval by any Municipal / State or Federal agency, or, governing authority having jurisdiction; nor does it waive the responsibility of the tenant to obtain such approval from all Municipal / State and Federal agencies and governing authorities having jurisdiction. Nothing contained within this document shall alter or waive any lease terms or obligations by the tenant within the executed lease document.

- Building Systems
Confirm engagement of the building M&E Consultant for plans and specifications where tenant build outs affect the base building mechanical system, BAS system, Fire Alarm system, Sprinklers and main electrical switch gear. Date:

- Construction plans & specifications - landlord review and approval
 - 1st draft set of plans issued. Date:
 - Landlords comments or approval letter issued. Date:
 - Final complete set of plans issued (where applicable). Date:
 - Landlords final approval letter issued. (where applicable) Date:

- Building Permit(s) -copies of all provided to landlord.
 - Building permit and drawings. Date:
 - Separate permits received (List all separate permits).
 - Sprinkler work. Date:
 - Fire alarm work. Date:
 - Mechanical - Kitchen Hood & Suppression System. Date:
 - Walkin Cooler. Date:
 - Low voltage / Data / Voice / Speakers. Date:
 - Magnetic Locks. Date:
 - NEC (electrical) Date:
 - Others - list Date:
 - Revised Permit(s) and drawings. Date:
 - Is the Building Permit(s) visibly posted on site. Date:

- Precon Site Inspection
 - Precon Survey Inspection by Third Party conducted. Date:
 - Precon Survey Inspection report provided to landlord. Date:
 - Precon Start Up Meeting - Tenant / Tenant Contractor / Landlord. Date:
 - Acknowledgement of Landlord Rules & Regulations - signed & returned to landlord. Date:

- Tenant & Tenants Contractors Emergency Contacts - provide to landlord
 - Tenants emergency contact information. Date:
 - Contractors emergency contact information. Date:

- Consultant contact list (name, email and phone number of point of contact) provided to landlord. Date:

- Contractor & Subcontractors contact list (name, email and phone number of point of contact) for landlord approval.
 - Issued to landlord Date:
 - Approved by landlord Date:

- Certificate of Insurance provided to Landlord - (including Landlord added as additional named insured)
(See below at end of checklist for full landlord descriptions for COI's)
 - From Tenant. Date:
 - From Tenant Contractor Date:
 - From all Subcontractors - see contact list Date:

- OSHA documents provided to landlord. Date:

- Health & Safety documentation provided to landlord. Date:

- Notice of Commencement filed and copy provided to landlord. Date:

- Construction Schedule Issued to landlord.
 - Pre-requisite lease items (where applicable) Date:
 - Main project schedule Date:

- Utility locates - provide copies to landlord prior to construction start (where applicable)
 - Water Date:
 - Electrical Power Date:
 - Gas Date:
 - Other Date:

- Site safety signage installed Date:

- Window paper installed to all exterior windows prior to construction start Date:

- Tenant "Coming Soon" signs.
 - Proof submitted to landlord for approval. Date:
 - Landlord approval letter issued. Date:
 - Signs installed. Date:

- Exterior Tenant Signage (approval only).
 - Proof submitted to landlord for approval. Date:
 - Landlord approval letter issued. Date:

DURING CONSTRUCTION

- Pre-requisite lease items installed prior to commencement of construction. Date
(where applicable)
- Mechanical equipment - Protect all existing with in or serving premises against damage & dust. Date:
- Fire alarm devices - Protect all existing with in or serving premises against damage & dust. Date:
- Keys - if temporary construction locks are installed , provide key(s) to landlord. Date:
- Site Meeting Minutes - provide copies of all minutes to landlord.
- Sprinkler drain down - coordinate with building engineer for all sprinkler drain downs.
(Drain downs no earlier than 8:00 am & must be full energized by 3:30 pm - subject to change)
- Fire Alarm By-Pass- coordinate with building engineer for all FA by pass
(By-pass only permitted during 8am to 4pm hours Monday to Friday)
- Construction Schedule.
 - Monitor and provide weekly progress - provide photos to landlord.
 - Schedule updates / revisions provided to landlord - monthly monitoring.
- Change Notices - changes from the approved plans. Provide copies of all Change Notices to landlord.
- Shop drawings - provide copies to landlord. (List).
- Inspections.
 - Building Permit inspections - provide copies of all to landlord (List).
 - Consultant(s) inspection reports - provide copies of all to landlord (List)
- Lien Waivers & Releases** from Contractor / Subcontractors / Suppliers/ Laborers.
Provide copies of all to Landlord - ***(Monthly for all invoices)*** . List all.
- Concealed Services.
 - Provide photos of all concealed services in floors and walls prior to close them in. Date:
- Exterior Openings.
 - Installation of all new openings/structural reinforcing - provide photos to landlord. Date:
 - Exterior finishes disturbed to be reinstated - provide photos to landlord. Date:
- Site cleanliness.
 - Monitor and maintain site area clean and free of debris daily.
 - Monitor & maintain common areas - interior and exterior are to be kept clean daily.
 - Final cleaning prior to occupancy - interior and exterior.
- Utility Metering.
 - Confirm check/submeter or direct billing meters are installed. Date:
(see landlord approval letter at PRECON/SETUP for confirmation of meter type)
- BAS system - integration complete (where applicable) Date:
- Exterior signage installed based on PRECON/STARTUP approval. Date:

POST-CONSTRUCTION / CLOSE OUT

- Permit sign offs include final letter closing all permits - copy of all to landlord. Date:

- Occupancy permit sign off - provide copy of all to landlord. Date:

- Consultant inspection reports including deficiency lists - provide copy of all to landlord. Date:

- Certificate of Substantial Completion by the consultant(s) - copy of all to landlord. Date:

- As-built drawings / Closeout Documents - minimum documents required - copy to landlord
 - As built plans - full set all disciplines Date:
 - Operation and Maintenance manuals Date:
 - Air Balancing Report Date:
 - Fire alarm verification certificate Date:
 - Sprinkler verification certificate Date:
 - Emergency light letter Date:
 - Electrical sign off Date:
 - BAS system integration Date:
 - Other required documents - list Date:

- Notice of Termination filed and issued - copy to landlord. Date:

- Lien Waivers** (final) from all: Contractor / Subcontractors / Suppliers. Date:
Provide copies of all to landlord.

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Certificate of Insurance - the following Landlord description's to be added to all certificates

Certificate Holder:

205 Datura WPB LLC
205 Datura Street, West Palm Beach, Florida, 33401

Additional Insured:

COCO US GROUP HOLDINGS LLC
205 Datura Street, West Palm Beach, Florida, 33401

End of Checklist