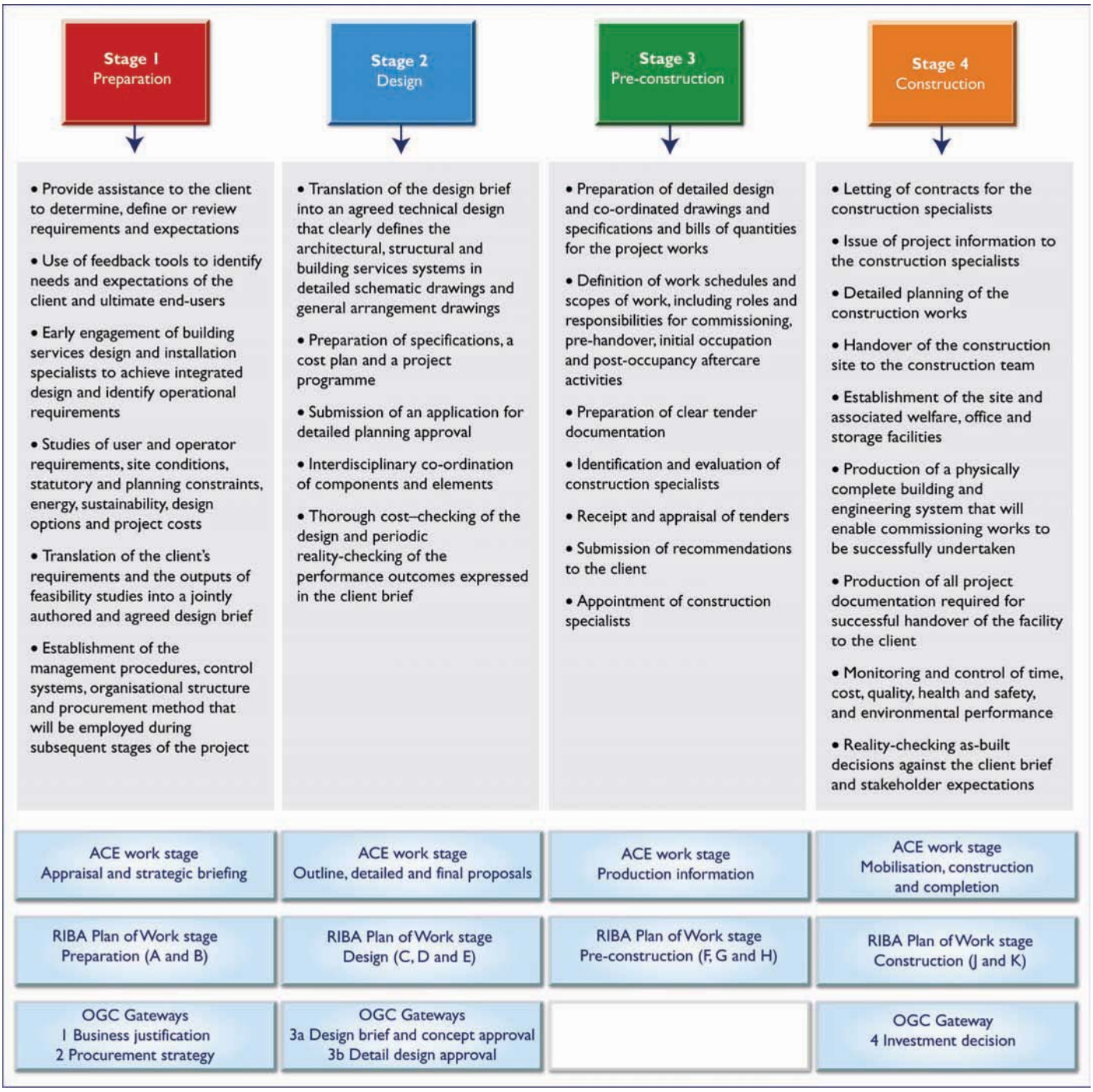
Figure 2: The principal activities for each stage of the project process.



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Stage 5 Commissioning of engineering services	Stage 6 Pre-handover	Stage 7 Initial occupation	Stage 8 Post-occupancy aftercare
• Co-ordination, planning and execution of the testing and commissioning works of the separate engineering services systems • Integrated systems testing • Liaison with building control and other external organisations for the witnessing of statutory tests • Involvement of the client's engineering and maintenance personnel in testing and commissioning works • Managing and witnessing of the tests of specialist equipment manufacturers	• Checking of commissioning records • Compilation of a building users guide, covering principles of operation and user controls • Production of a building logbook • Production and delivery of training programmes for operation and maintenance personnel • Initiation of environmental and energy logging • Migration planning for client stakeholders	• Spotting and helping to deal with issues that emerge during initial occupation • Introducing users to their new building and showing how it operates • Introducing users to local controls • Receiving feedback from users and acting upon it • Helping the facilities management team with initial building operation • Observing occupant use of the building through regular on-site attendance by project team members and fine-tuning systems where necessary	• Assessment of the new facility to establish its fitness for purpose and satisfaction of requirements • Resolution of all defects during the 12-month defects liability period and closure of this element of the contract with the client • Fine-tuning the building as different energy loads and usage patterns emerge • Monitoring and understanding all aspects of project performance to create knowledge for future projects • Use of post-occupancy evaluation tools to obtain feedback of performance and to identify any lingering problems
ACE work stage Mobilisation, construction and completion	ACE work stage Mobilisation, construction and completion		
RIBA Plan of Work stage Construction (J and K)	RIBA Plan of Work stage Construction (J and K)	RIBA Plan of Work stage Use (L1, L2 and L3)	RIBA Plan of Work stage Use (L1, L2 and L3)
		OGC Gateway 5 Readiness for service	OGC Gateway 6 Benefits evaluation

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