

Helping Architecture Firms Scale with On-Demand, US-Trained Remote Architects (Level I, II & III)

MEP Project Milestone Tracker

A simple, actionable checklist to keep MEP projects on schedule

Project Name / ID: _____

Project Manager: _____

General Contractor: _____

Start Date: _____

Planned Handover Date: _____

Design Approval & Coordination Completion

- ☐ Received final architectural and structural drawings
- ☐ Completed initial MEP layout and coordination modeling
- ☐ Resolved all Level 2+ clashes (via Navisworks, BIM 360, etc.)
- ☐ Received consultant sign-offs for all MEP systems
- ☐ Frozen coordinated model issued for procurement

Material Procurement & Lead Time Management

- ☐ Identified long-lead items (e.g., AHUs, panels, VAVs, chillers)
- ☐ Submitted submittals and received approvals
- ☐ Issued purchase orders with expected delivery dates
- ☐ Updated procurement log and tracked status (ordered/shipped/delivered)
- ☐ Maintained buffer stock for critical materials

Rough-In Inspection & Compliance Sign-Off

- ☐ Installed rough-in systems as per approved drawings
- ☐ Performed internal quality and code compliance checks
- ☐ Scheduled inspection with authority having jurisdiction (AHJ)
- ☐ Passed rough-in inspection
- ☐ Collected inspection reports and updated project records

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System Testing & Commissioning

- ☐ Defined commissioning schedule and responsibilities
- ☐ Performed system-specific tests (e.g., HVAC balancing, pressure tests, load tests)
- ☐ Logged results with calibrated tools (airflow meters, testers)
- ☐ Resolved deficiencies or punch items
- ☐ Collected functional test reports and sign-offs

Final Handover & Client Acceptance

- ☐ Conducted internal punch list walk with team
- ☐ Resolved all outstanding issues
- ☐ Prepared and submitted O&M manuals, warranties, and as-built drawings
- ☐ Conducted client training and system demo
- ☐ Received client sign-off and final payment approval



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