



## Punch list for Store #

Date:

### PRECONSTRUCTION REQUIREMENTS

1. The developer or general contractor shall call Walgreens sign contractor to install a "Walgreens coming soon" sign(s) as soon as the site is occupied. The sign(s) shall be installed at least 4' off the ground.
2. The sign contractor are assigned by state:
  - **Icon – Midwest** at 800-633-8181 for: AL, FL, GA, IL, IN, MI, SC, TN, & PR.
  - **Icon – East Coast** at 800-355-3272 for: CT, KY, MA, MD, NC, NH, NJ, NY, OH, PA, RI, & VA.
  - **Fluoresco** at 800-470-1711 for: AZ, CA, CO, ID, KS, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, & WY.
  - **Kieffer & Co.** at 877-543-3337 for: AR, IA, LA, MN, MO, MS, & WI.
3. Provide the Walgreen's Construction Department (847-315-4300) with the name, phone, e-mail and fax numbers of the general contractors office as well as site superintendent and jobsite information.
4. Provide the **Exact** permanent building address to Walgreen's Construction Department as soon as it is received.
5. E-mail or fax weekly construction progress updates to 847-315-4425 to the respective Walgreen Project manager.
6. A set of Walgreens' Criteria Drawings & Specifications are **required** to be available on all job sites per the Lease/purchase agreement. (Call the developer's Architect for a copy). **T0.1**
7. A copy of approved Walgreen construction bulletins to be implemented in the project **shall be kept on site**.
8. Material or equipment indicated by manufacture's name indicates Walgreens' preference and expected quality and installation. Substitutions are **NOT ACCEPTABLE** without prior Walgreens' approval. To be considered, requests for substitutions must include a point-by-point comparison between the proposed substitute and the specified manufacturer and model. The comparison must confirm that the proposed substitute is equal to or exceeds the quality of the specified products. Incomplete submittals will not be considered. Requests resulting from failure to allow sufficient time to order and receive material will not be considered.

### EXTERIOR

9. Provide and install a minimum of two (2) 1" diameter PVC conduits to pylon signs to separate data cable and power circuits. Provide a 2'0" separation between conduits. Provide pull string for data conduit.
10. All damaged **city sidewalks** are to be replaced regardless if the damage occurred before construction. All unused curb cuts are eliminated.
11. Assure all exterior "Knox Box", fire alarm panels, pull stations, etc. are **recessed type**.
12. Unless required otherwise pavement striping should be yellow and have thickness specified. Pavement lettering should be 24" in height and elongated. This will require two applications of the paint.
13. Provide and install traffic directional signs on a 2"x 2" galvanized steel tube set in a 4" pipe bollard filled with concrete and painted yellow, per detail 11 of drawing C0.0.
14. Protective bollards and HP Parking tubes should be filled with concrete.
15. Landscaping shall be low maintenance and low height. Bark mulch is not considered low maintenance and ground covers are preferred and required in most cases.
16. Provide and install **SOD, not seed**. The **SOD** shall be viable, not dormant. **SOD** shall be installed flat.
17. Provide and install mulch at least 2" deep in landscape areas utilizing wood chips or similar material (omit **weed fabric** in landscape beds with groundcover plantings).
18. Rock is prohibited in landscape areas (if rock is required around a transformer, "pea-stone" is preferred).
19. Provide and install the irrigation system with a **separate water meter** regardless if the meter cannot be used as a deduct meter.
20. Provide and install the irrigation controls inside the building (exposed irrigation system piping outside of the building is **prohibited**). All piping must be underground (this means provide a sleeve in the foundation wall).
21. Provide and install the electrical service to the building via underground (overhead lines are prohibited on site).
22. Assure lighting poles are a minimum of 10' from the power lines.

23. In residential areas provide shields on parking light fixtures abutting property lines to prevent light trespass.
24. Assure all temporary power, telephone lines and poles are removed from the site as soon as possible.
25. Assure sprinkler head and irrigation control valve boxes are set down to prevent damage by lawn mowers.
26. Unless indicated to remain, all trees shrubs etc shall be removed including stumps. Limbs from adjoining properties overhanging the building parking areas etc shall be trimmed back.
27. Assure catch basins, and inlets are clean on date of possession.
28. Provide self-leveling caulk at all concrete expansion joints, detectable warnings and including perimeter sidewalks.
29. Provide and install clean-out covers flush with adjacent surfaces and securely fastened.
30. Assure all concrete light pole bases, curbs, retaining walls, etc. have a smooth consistent finish free from all form marks. Light pole bases should be crowned to shed water and water should not collect around bolt settings.
31. Provide and install ADA compliant handicap curb ramps, parking spaces and accessible routes including detectable warning surfaces.
32. Assure the parking lot and sidewalks are clean including snow removal on day of possession.
33. Provide and install insulated glass in the bulkhead windows and storefront (single light ¼" glass is only allowed in the doors, all other glass is to be 1" insulated). All storefront glass is to be **tinted**. The amount of tinting including transom glass tinting requirements should be carefully checked with the geographical and orientation and location of the building.
34. Provide power outage emergency override device at entrance when security grille or storm shutter at entrance has been installed.

#### **EXTERIOR DRIVE-THRU**

35. Provide and install all bollards and delineation posts shown on the drive-through detail plan. Delineation posts should be **bolted** not glued down.
36. Confirm drive alert sensor has been installed and properly functioning ( Developers electrical contractor).
37. Assure double drive through sign is installed. (Walgreen item)
38. Assure drive through canopy height clearance sign is installed. (Walgreen item)
39. Provide and install caulking around the interior and exterior of the drive-through window.
40. This area shall not be constructed in such a way that water is retained in the drive through area.

#### **EXTERIOR RECEIVING**

41. Assure all wall penetrations are sealed and caulked as necessary (pipes, conduits, etc.).
42. Assure top and bottom edges of exterior doors are closed constructed. These doors and frames should be galvanized and hinges should have non removable pins.
43. Provide and install rain shields over the exterior service doors, receiving doors, and compactor chutes.
44. Assure threshold at the receiving door provides proper drainage away from the door. (**Note FF elevation compared to exterior slab elevation at this location**)
45. Roll up door requirements should be carefully followed.
46. Provide and install doorbell at the receiving door with bell in stockroom and chime over the primary checkout register. (Edwards #744, #590 transformer, #1785 push button, chime #C210)
47. Assure dumpster enclosure posts are **filled with concrete**.
48. Assure Provide and install **non-removable galvanized** cane bolts on all exterior gates (both sides) with hold open holes for the open and closed position. ( gate leafs over 4' shall have **three hinges**)
49. Assure site is clear of all debris, construction materials, grading stakes, realty and construction related signage at the time of turn over.
50. Assure all wood fence posts, guard rail posts, D.O.T guard rail posts, handrails, traffic control sign posts are **galvanized steel set in concrete** (wood posts of ANY kind set in concrete are prohibited). All exterior wood fences and enclosures are **sealed**.
51. Assure all gutters, downspouts, flashing and coping are **pre-finished** (field painted products are prohibited).
52. Provide and install ⅛" thick bent steel plate to protect downspouts. These plates should be bolted to the masonry and painted per plan.

53. Provide and install a clean transition between the downspouts and storm sewer leaders with color to match down spout. All Downspouts are to be connected to the storm drainage system.

### **GENERAL SALES**

54. Provide and install caulking on all four sides of the storefront window, frames and door package.
55. Assure CCTV system outlet and support bracket are installed above the ceiling above the front entrance.
56. Provide and install HVAC diffusers in office, employee room, and pharmacy with **opposed blade dampers** and air pattern deflectors. All diffusers are constructed of **100% aluminum**.
57. Assure HVAC thermostat sensors are **labeled** and located on the rear surface of the columns (least visible from the front of the store). Sensors should be mounted to appropriate mounting block, electrical boxes screwed to columns are unacceptable.
58. Provide and install low voltage wires **inside** of the sales area columns (do not install exposed conduit to sensors). All sensor wire should be **18 gauge-shielded**.
59. Provide and install **2"** foil faced external insulation over **all** galvanized sheet metal HVAC ducts (internal duct insulation or duct board is prohibited). This includes but not limited to the diffuser boxes, transfer ducts, supply and exhaust ducts.
60. Provide and install **hard elbows** on end of branch line at flex duct connection (**flex duct is not allowed to form 90-degree radius bends**).
61. Assure the interior of return air ducts visible from the sales floor are painted black.
62. Provide and install "two No. 12 gauge wire hangers attached at diagonal corners" on each light fixture including emergency lights in all acoustical ceilings.
63. Assure top and bottom of stainless steel column wraps are caulked (stainless steel column wraps are to be 4' high with no horizontal joint).
64. Assure any damaged or stained ceiling tiles are replaced (leave 2 bundles of ceiling tiles in the store).
65. All sprinkler heads are to have **White finish** not Chrome.
66. Provide and install drywall control joints from floor to deck at 32' maximum on center on all walls including in the stockroom.
67. Provide and install flattened steel expanded mesh **¼" X 16 GA.** minimum behind gypsum wallboard where demising walls are security type.
68. Provide and install reducer strips at all floor vinyl to concrete thresholds (stockroom doors off general sales area and electrical room).
69. Assure all wood doors are painted on all six sides (all metal frames shall be welded). Door spec should be carefully followed. Door window frames should be constructed of metal.
70. Provide and install protection plates with "wrap around door edges" on doors leading into passage #1, passage #2, and stockroom. All door vision panels facing the sales floor should have **one-way glass**.
71. Provide and install "H" dividers between the security mirrors. Mirrors are to be glued (see **detail A4.1**).
72. Provide and install vinyl base at checkouts, cosmetic bullpen, cosmetic gondolas, walk-in cooler and all wood based fixtures, etc.

### **1 HOUR PHOTO**

73. Follow the piping and wiring schematic exactly for this area.
74. Assure the waste piping for the photo sink is PVC with a ½" tee at 15" A.F.F. maximum.
75. Assure sink is anchored to wall and mixing valve is located above the ceiling.
76. Eye wash temperature is to be set at 83 degrees F.
77. A smooth flat tray sink is with no soap dishes in the only acceptable sink, please refer to the specifications.

### **OFFICE**

78. All thermostats in the Manager's office and sensors labeled to correspond with rooftop disconnect labels.
79. The door window frame for this room should be installed with screws on the outside of the door.

### **TRAINING ROOM/PASSAGE #2**

80. Provide and install stainless steel corner guards on cooler wall (typical).
81. Provide and install funnel at cooler drain (insulate the drain line from the cooler to the drain).

### WALK-IN COOLER/FREEZER

82. Assure the electrical penetrations through the cooler and freezer walls are **sealed inside and out**. This includes sealing inside the conduits and electrical boxes.
83. The floor area of the cooler should be sealed prior to turn over.
84. Assure the freezer alarm sensor is run into the freezer and the unit is functioning properly and programmed. (Walgreen item)
85. Provide and install the drain line heater on the walk-in freezer condensate drain lines.
86. Assure all lighting is installed inside of the cooler/freezer (refer to installation guide for two "Jelly jar" lights)
87. Provide and install 24" Viking brand dry sprinkler heads in cooler/freezer per detail. (FP1.1)
88. Install dry pendant boot kit on sprinkler heads per plan.

### STOCKROOM

89. Assure all exposed concrete floors including the stockroom and electrical room floor are cleaned and hardener applied. No cure and seal products etc. should be installed at the time of slab placement.
90. Provide and install water, gas and sprinkler lines up to or into the bar joist, so they do not conflict with the merchandise stored in the stockroom.
91. Assure the stockroom lighting is installed a **minimum** of 14' A.F.F. and centered in aisles.
92. Provide and install the roll-up receiving door with chain and cover on the opposite side of the nest-a-flex conveyor (D1, note 28).
93. Provide and install vinyl base in the stockroom.
94. Provide and install peepholes, door sweeps, thresholds, and weather-stripping and security bars at the service doors. Assure final adjustments of exit panic hardware and confirm operation.
95. Assure the HVAC controls, emergency lights, speakers and wall switches are not installed where they interfere with wall shelving or merchandise.
96. Provide and install the emergency lights on the bar joist, or wall locations (above doorways) not conflicting with the shelving or merchandise. (Emergency lights shall not be located above merchandise shelving)
97. Provide and install a spare sprinkler heads cabinet with 12 heads, one 24" Viking brand dry pendant, escutcheons, and a head **wrench** with **socket**.
98. Provide and installed a typed **directory** and zone map at the irrigation controls listing the zones and times of operation.

### ELECTRICAL

99. Provide and install engraved plastic labels on all electrical panels.
100. Feeders for each panel shall not be combined in a trough or run with branch circuits (refer to plan diagram).
101. Assure the conduit at the telephone cable entrance is sealed and trough installed for same.
102. Assure only cash registers, computers, satellite equipment, telephones, fire alarm panel, and pill counter circuits are installed in the LP-CR panel.
103. Provide and install lock-on hardware on emergency lights, refrigeration, Rx refrigerator, alarms, timers, night-lights and all circuits in LP-CR panel. Assure **all spare** circuits are **locked** in the "**off**" position.
104. Provide and install an accurate and typed schedule for each electrical panel and fire alarm panel. Include name and phone number of the monitoring company, and the local fire department. Include the access code on the inside of the panel.
105. Assure LP-CR circuits have a separate hot and neutral wires pulled for each circuit. Do not combine clean and dirty power in anyway.
106. Assure the electrical service has a redundant ground (see drawing E2.1 Detail 5). Assure proper ground to building steel and ground rod with Cad-welding. Provide jumper at water meter if used as ground.
107. Assure all transient voltage surge suppressors receptacles are Pass and Seymour and Ivory in color.
108. Assure all exposed wires not in conduit are tie-wrapped neatly.
109. Assure room is cleaned and all construction debris removed.

- 110. Provide and install PVC tube for as-built plans. (Walgreens item)
- 111. Complete the independent electrical inspection punch list.

### **PHARMACY**

- 112. Assure required dead bolt locks are installed on pharmacy doors.
- 113. Assure plastic bushings are provided where necessary for low voltage wiring.
- 114. Assure the masonry opening above the drive-through window for tube or track system are sealed and secure.
- 115. Assure the drive-through window and counter top is caulked.
- 116. Assure the drive-through sensor, controls and chime are in working order. The sensor shall not ring when a car drives in the pass-by lane. Mount the chime on the wall above the drive-through window, not in the cabinet.
- 117. Confirm conveyor disconnects switches are wired per plan.

### **PASSAGE #1 / STORAGE ROOM / PORTER'S CLOSET**

- 118. There should be no exposed piping in this closet other than stub outs to the floor sink.
- 119. Provide and install 2 shelves in the porter's closet. (Plastic coated wire is preferred)
- 120. Provide and install roof ladder complying with plans.
- 121. Top wrung of ladder should not be more than 12 inches from the top edge of the roof hatch. (Refer to detail and OSHA compliance regulations CFR 29)
- 122. Provide and install ladder up safety device on the roof scuttle ladder.
- 123. Assure all panic hardware on exit doors are functioning.
- 124. Provide and install corner guards at all outside corners typical.
- 125. Provide and install weather stripping around exit doors.
- 126. Provide and install hydraulic test results on a metal plate hung on sprinkler riser with chain.
- 127. Provide and install a typed directory in the irrigation controls listing the zones and times of operation on an 8.5" x 11" minimum size display attached to the wall.

### **EMPLOYEE ROOM**

- 128. Provide and install a switched GFI duplex receptacle with a pilot light above the countertop.
- 129. Provide and install opposed blade damper and air pattern deflector diffuser.
- 130. Assure the lavatory drain and supply lines are insulated per ADA requirements.
- 131. Provide and install caulking at counter and back-splash.

### **MENS WASHROOM**

- 132. Assure ADA compliant signage is installed on wall adjacent to door.
- 133. Assure sanitary ceramic wall base is installed prior to the ceramic floor tile. **(Do not install base on top of tile)**
- 134. Provide proper slope to all floor drains and assure floor grout is sealed.
- 135. Assure the lavatory drains and supply lines are insulated per ADA requirements.
- 136. Assure FRP is installed with the FRP resting on top of ceramic base with all trim **(Do not install the ceramic base over the FRP)**. Caulk the top and bottom joints of the FRP.
- 137. Caulk base of toilet, sink, urinal, and mirror at wall.
- 138. Assure **head rails** and **pull handles** are installed on restroom partitions.

### **WOMENS WASHROOM**

- 139. Assure ADA compliant signage is installed on wall adjacent to door.
- 140. Assure sanitary ceramic wall base is installed prior to the ceramic floor tile. **(Do not install base on top of tile)**
- 141. Provide proper slope to all drains assure floor grout is sealed.
- 142. Assure the **both** lavatories drains and supply lines are insulated per ADA requirements.
- 143. Assure FRP is installed with the FRP resting on top of ceramic base with all trim **(Do not install the ceramic base over the FRP)**. Caulk the top and bottom joints of the FRP.

- 144. Caulk base of toilets, sinks, and mirrors at wall.
- 145. Assure head rails and pull handles are installed on restroom partitions.

### **PLUMBING**

- 146. Provide and install-specified insulation on the hot and cold water lines, condensate drains and roof drain leaders. With correct hangers and joint treatment.
- 147. Assure **all** valves are ball type. (This includes fixtures such as sinks and toilets commonly referred to as quarter turn vales for this application).
- 148. Assure water service piping passing through concrete is sleeved.
- 149. Provide and install required trap primers inside of the walls with lockable access panels.
- 150. Assure all clean-outs and floor drains are flush with surrounding floor surface.
- 151. Provide and install a pressure-reducing valve on the main domestic service line set for 65 PSI.

### **ROOF**

- 152. Assure all portals penetrations are caulked and banded.
- 153. Provide and install a post hydrant on the roof with specified curb. (Do not install hydrant with concrete accessory **READ THE INSTUCTIONS**)
- 154. Assure all gas line rubber grommets are installed at unit penetration points. (**Do not cut grommets**)
- 155. Assure all natural gas lines run inside of the building until reaching the HVAC units.
- 156. Provide and install HVAC gas lines within the curb and through the base of the unit. (Refer to manufactures cut sheets.) Provide and install external gas shut off valves on all rooftop units.
- 157. Assure gas lines do not interfere with the removal of any access panels.
- 158. Provide and install disconnects with phenolic labels at all rooftop units including the cooler and freezer condensers.
- 159. Provide and install insulation around conduit and piping at full height of the refrigeration curbs with fiberglass batt type insulation.
- 160. Provide and install 2” thickness of insulation on the refrigeration piping with adhesive. (Walgreens refrigeration contractor)
- 161. Provide and install refrigeration insulation with UV protective finish. Duct tape is prohibited to secure refrigeration insulation. (Walgreens refrigeration contractor)
- 162. Assure all construction debris is removed from the roof.
- 163. Assure the Costgard device is installed where required on rooftop equipment.
- 164. Provide and install splash blocks at all condensate lines and down spouts.
- 165. Provide and install adequate support of condensate lines (“zip ties” and straphangers are unacceptable).
- 166. Assure all rooftop outlets have GFCI receptacles and are “rain tight while in use” type Taymac #10510.
- 167. Assure the roof ventilators are secured to the curbs.
- 168. Assure walk pads are installed around **all** rooftop equipment including the satellite dish, roof hatch, tower door, and refrigeration equipment.
- 169. Assure the roof hatch, ladder, gas pipes and satellite mast are painted.
- 170. Pitch pockets are **prohibited**.
- 171. Assure all roof top disconnects are labeled (RTU1, RTU 2, etc.) corresponding with thermostats and sensors.
- 172. Complete roof consultant’s punch list.

### **GLASS TOWER**

- 173. Provide and install locking and pull hardware.
- 174. Provide and install security mesh and insulation at back wall and floor of tower as required.
- 175. Provide and install all floor and ceiling screen vents required.
- 176. Assure walls and access panels are painted.
- 177. Assure the tower is properly insulated including the deck flutes.

### **GENERAL NOTES**

- 178. Assure all internal and external doors and locks are functioning properly.
- 179. All framing is to be 22 GA min.
- 180. Assure doors D, H, I, and fire rated doors have wire glass installed (glass frames should be 18 gauge metal).
- 181. Provide and install non-removable pin hinges on all exterior doors.
- 182. Assure all access panels are lockable.
- 183. Assure all corner guards are installed as required.
- 184. Assure all rubber door silencers and doorstops are installed.
- 185. Any fire alarm equipment or monitoring requirement is the responsibility of the landlord and the landlord's contractor. Refer to the spec book for national account contact and set up information.
- 186. Assure all lights are clean and undamaged.
- 187. Assure independent HVAC inspection list is completed.
- 188. Assure all windows and mirrors are clean on possession date.

### **POST CONSTRUCTION REQUIREMENTS**

- 189. Change the HVAC air filters after construction (just prior to store opening).
- 190. Provide Walgreens Construction representative with three keys tagged for every lock.
- 191. Provide the Walgreens Construction representative with names, numbers, and meter numbers of all utilities on date of possession.
- 192. Provide the following close out documentation on CD/RW disk to the Walgreen Project Manager.
  - A copy of the permanent Certificate of Occupancy, or Use and Occupancy.
  - A copy of the 15-year NDL manufacturer's roof warranty.
  - A copy of the 5-year installers roof warranty.
  - A copy of the 20-year manufacturer's finish warranty on the standing seam roof.
  - A copy of the 2-year installation warranty on standing seam roof.
  - A copy of the 50-year manufacturer's warranty on concrete roofing tiles.
  - A copy of the 30-year manufacturer's warranty on roof shingles.
  - A copy of the 2-year installation warranty on pavement.
  - A copy of subcontractors with a contact persons, address and telephone numbers.
  - A copy of the concrete floor flatness test.
  - A copy of the Alkalinity test results.
  - A copy of the floor moisture test results.
  - A copy of 5-year termite control warranty or letter from Architect of record indicating this item is not applicable.
  - A copy of thermal scan of CMU wall system when foamed-in-place insulation is used.
  - A copy of the ADA survey and Engineers acceptance letter of the as built conditions compliance with all state, federal and local laws. ( this means not a letter saying it was designed it to meet code, it means it was built meeting code)

