

FIT-UP

Definition:

Fit-up in State-owned or leased space describes the process required to prepare a fully operational empty building so that it can be occupied and used for its intended purposes.

“Moving into a new house – making it a home!”

Examples:

- Modular furniture
- Chairs/desks/tables
- Conference tables/chairs
- Window treatments
- Telecommunication/data
- Computers
- Copiers
- Filing cabinets/bookcases
- Shelving
- Artwork, i.e., pictures, paintings
- Specialty items, i.e., beds, refrigerators, etc.

Fit-up Funding Sources:

- Project Budget
- Agency
- No cost - reuse



THE PROJECT:

- ❖ Boiler/Water Heater
- ❖ Solar Panels
- ❖ Carpeting/Flooring
- ❖ R-6 Windows
- ❖ Kitchen Cabinets/Sink
- ❖ Bathrooms
- ❖ Painted Walls/Wallpaper

THE FIT-UP

- ❖ Furniture
- ❖ Computers
- ❖ Telephones
- ❖ Area Rugs
- ❖ Dishes/Pots & Pans
- ❖ Towels
- ❖ Curtains/Blinds
- ❖

Fit-up Protocol:

Throughout the project, confirm stakeholder responsibilities for identifying and tracking fit-up – reinforce through other communication methods.