

Tenant Improvement Checklist

A practical checklist for coordinating acoustic upgrades with construction schedules.

Customer resource • factual guide • Vancouver / BC commercial project context

Key takeaway: Acoustic scope works best when it is coordinated before ceiling close-in, finish procurement, and furniture installation. Late acoustic changes often affect permits, trades, access, lead times, and budget.

Before design sign-off

Define the acoustic problem	Separate room reverberation, speech privacy, demising-wall transmission, impact noise, mechanical noise, and sound masking needs.
Confirm project constraints	Review lease requirements, landlord criteria, base-building conditions, strata or property-management requirements, and any owner standards.
Collect drawings	Use current architectural plans, reflected ceiling plans, mechanical/electrical layouts, furniture plans, demising wall details, door schedules, and finish schedules.

Permit and construction coordination

Local permit stream	For Vancouver office tenant work, confirm whether the City of Vancouver Tenant Improvement Program or another permit route applies. Eligibility and submission requirements are project-specific.
Ceiling access	Masking, baffles, clouds, suspended panels, wiring, seismic restraints, sprinklers, lighting, and diffusers must be coordinated before ceiling close-in.
Fire and life safety	Confirm fire ratings, flame-spread/smoke-developed data, sprinkler coverage, alarm audibility, exit signage, and any authority-having-jurisdiction requirements with the design team.

Procurement checklist

Submittals	Obtain product data, dimensions, acoustic test data, fire/VOC information, installation instructions, colour samples, and mounting details.
Lead times	Confirm fabrication, custom colours, edge details, shipping, site receiving, storage, and installation access.
Responsibilities	Clarify who provides backing, blocking, lifts, power, network, cable pathway, patching, painting, ceiling tile modifications, and waste removal.

Closeout checklist

Installation review	Confirm panel locations, spacing, mounting heights, masking speaker positions, zone boundaries, and unresolved conflicts.
Commissioning	Tune sound masking, test controls, document settings, and provide user/owner instructions.
Verification	Measure RT60, background sound, masking levels, or isolation performance where a target was part of the scope.

Use note: This guide is intended for customer education and early coordination. It is not a code ruling, engineered specification, or substitute for field measurements where a numeric performance target is required.