

12-LEL5-7382-R31-DUMPSTER

Project Management - Pre-project checklist

Project Name:

Dumpster Pad Events Center

Submitted by:

David Thompson

Project Owner:

David Thompson

Expected Project Start Date

2/2/18

Expected Project Completion Date

Is this project listed on the capital project planning document?

NO

What is the amount listed on the capital project plan?

N/A

What year is it listed?

N/A

If not, get approval from Mike Thompson to proceed with planning the project.

Mike (Must have Mike initial and date)

Mike Thompson 1/29/18

Brief Project Description

Providing a health department mandate for a dumpster pad to be shared by Foley and Townplace

Location (Description and tax parcel Identification number(s))

67635

Project type (select one)

Building construction or improvement

X

Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)

Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)

Other, Please explain

Will this project include grant funds?

NO

If yes, please list Grantor:

Will this project have a third party manager?

NO

If yes, please list third party manager

Discuss your project with each of the following individuals. You must have initials and date for each section below.

Individual	Department	Documentation Required:
<u>UMB 1-30-18</u> Initials & Date	Planning	Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project.
<u>UMB 1-30-18</u> Initials & Date	Zoning	
<u>CL 1/29/18</u> Initials & Date	Building, Flood & Historical	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
<u>BH 1/29/18</u> Initials & Date	Fire	Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes.
<u>CC 1/29/18</u> Initials & Date	Engineering	Determination of potential need for input from the City engineers.
<u>LG 1/30/18</u> Initials & Date	Environmental	Determination of potential environmental issues or permits.
<u>G.S. 1/29</u> Initials & Date	IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>JB 1/29</u> Initials & Date	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
<u>MB 1/29/18</u> Initials & Date	Finance	Budget review and account number assignment.