

Project Management - Pre-project checklist

Project Name: Art Center siding repairs
 Submitted by: Randy Kurtts
 Projected Requested by (Mayor, Councilmember, Citizens, etc): Art Center
 Project Owner After Completion: Art Center
 Expected Project Start Date : 16-Apr-18
 Expected Project Completion Date: 16-Jun-18

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)

Brief Project Description

Remove damaged siding, sheathing and insulation and replace in kind. Pressure wash and paint entire building
 paint signage/letters or logo on parapet

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

203 North Mckenzie St. PIN # 63160

Project type (select one)

X Building construction or improvement
 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 in detail in a meeting with Joe Bouzan & Miranda Bell FIRST.

After meeting and discussion, this form will be sent to each person listed below for signature.

Individual	Department	Documentation Required:
Joe Bouzan Initials & Date	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
Miranda Bell Initials & Date	Finance	Budget review and account number assignment.
Miriam Boutwell 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.
Miriam Boutwell Initials & Date	Zoning	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
Chuck Lay Initials & Date	Building, Flood & Historical	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.
Nelson Bauer Initials & Date	Fire	Determination of potential need for input from the City engineers.
T.D. 3-26-18 (For Chad) Chad Christian Initials & Date	Engineering	Determination of potential environmental issues or permits.
Leslie Gahagan Initials & Date	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Gary Schrader Initials & Date	IT / GIS	Owner of Project when complete
	Owner of Project when complete	The person who will own the project when its complete needs to be involved with the project from the beginning.