

Project Management - Pre-project checklist

400-3020-5133

Project Name: Post Office Roof Restoration
 Submitted by: Randy Kurtts
 Projected Requested by (Mayor, Councilmember, Citizens, etc): City Admin.
 Project Owner After Completion: City Admin.
 Expected Project Start Date : 25-Jun-18
 Expected Project Completion Date: Aug-18

Is this project listed on the capital project planning document? Yes
 What is the amount listed on the capital project plan? \$87,000
 What year is it listed? FY 2018

If not, get approval from Mike Thompson to proceed with planning the project.
 Mike (Must have Mike initial and date)

Brief Project Description

Make necessary repairs to wet areas of the membrane roof. Clean and apply coating to existing membrane roof. Clean existing skylights, remove and replace calking and flashing as required. Remove, reseal, re-install metal parapet cap as required.

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

Post Office PIN 26461

Project type (select one)

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.)
 X Other, Please explain Roof and skylights restoration

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.
MB 5/14 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.
Chad Christian Initials & Date	Engineering	Determination of potential environmental issues or permits.
LG 5/15/18 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	
Initials & Date	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.