

Project Management - Pre-project checklist

Project Name: Art Center siding repairs
 Submitted by: Randy Kurfts
 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)

☒ 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:
<u>Joe Bouzan</u> Initials & Date	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
<u>Miranda Bell</u> Initials & Date	Finance	Budget review and account number assignment.
<u>MC 3/26/18</u> 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.
<u>MC 3/26/18</u> 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.
<u>Chuck Lay</u> 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.
<u>Nelson Bauer</u> Initials & Date	Fire	
<u>Chad Christian</u> Initials & Date	Engineering	Determination of potential need for input from the City engineers.
<u>Leslie Gahagan</u> Initials & Date	Environmental	Determination of potential environmental issues or permits.
<u>GS 3/26/18</u> Gary Schrader 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.
_____ 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.