Project Managen	ent - Pre-project checklist		
Project Name:	Art Center siding repai	rs	
Submitted by:	Randy Kurtts		
Projected Reques	sted by (Mayor, Councilmem	ber, Citizens, etc);	Art Center
Project Owner A			Art Center
Expected Project			16-Apr-1
Expected Project	Completion Date:		16-Jun-1
Is this project list	ed on the capital project pla	nning doenment?	No
Is this project listed on the capital project planning document? What is the amount listed on the capital project plan? What year is it listed?			N/A ·
			N/A
If not, get approv	al from Mike Thompson to Mike initial and date)	proceed with planning	
		n and replace in kind. P	ressure wash and paint entire building
Location (Descrip	tion and tax parcel Identific	ation number(s))	
203 North Mckenz		PIN # 63160	
		X1110 00100	PyythMis.
Project type (selec X	Building construction or in Property improvement (ex	amples: parking lots, po	ools, playgrounds, bail fields, streetscape, signage, etc.) oads, drainage, right of ways, etc.)
Will this project in If yes, please list G	aclude grant funds? rantor:	No	
Will this project half yes, please list thi	ave a third party manager? ird party manager	No	_
	ct in detail in a meeting with discussion, this form will be Individual	sent to each person lis Department	sted below for signature. Documentation Required:
	In a Dourse	Risk / Project	Project management review. Determination of insurance cost to
Initials & Date	Joe Bouzan	Management	include in budget.
unitiais oc risite	Miranda Bell	Finance	Budget review and account number assignment.
Initials & Date	IMITALICA DCH	Finance	budget teview and account municer assignment.
initizity & Diffe	Miriam Boutwell	Planning	
Initials & Date		1 minning	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
	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.
Initials & Date			
		n iiti ni ta	Review of the desired location and desired use to ensure all
		Building, Flood &	requirements are met including but not limited to building codes,
Turisina Po Poeto	Chuck Lay	Historical	architect requirements, etc.
Initials & Date			Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other
	Nelson Bauer	Fire	requirements as determined by the International Codes.
Initials & Date	→		•
Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
	Leslie Gahagan	Environmental -	Determination of potential environmental issues or permits.
Initials & Date			Determination of IT needs with Jessica such as internet access,
/25 3/26/	/18		networking, phones, security cameras/door access control systems,
U.Z. 31201		IT / GIS	computers, copiers, etc.
Initials & Date	Guly Dolliadoi	11 / 010	compation, ordinois, otto
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.

Project Manager	nent – Pre-project checklist			
Project Name:	Art Center siding repair	2'5		
Submitted by:	Randy Kurtts			
	sted by(Mayor, Councilmem	ber, Citizens, etc):	Art Center	
Expected Project	fter Completion:		Art Center 16-Apr-18	
	t Completion Date:		16-Jun-18	
x	- , , and the desired	, , , , , , , , , , , , , , , , , , , ,		
	ted on the capital project pla		No	
What is the amount listed on the capital project plan? What year is it listed?			N/A	
what year is it in	stea?		N/A	
	val from Mike Thompson to I Mike initial and date)	proceed with planning	the project.	
Brief Project Des Remove damaged		n and replace in kind. P	ressure wash and paint entire building	
	rs or logo on parapet			
Location (Descrit	otion and tax parcel Identific	ation number(s))		
203 North Mckenz		PIN # 63160		
	4			
Project type (sele	ct one)			
X	Building construction or in	mprovement	•	
			ols, playgrounds, ball fields, streetscape, signage, etc.)	
		provements (example: r	oads, drainage, right of ways, etc.)	
	Other, Please explain		The state of the s	
Will this project i If yes, please list G	nclude grant funds? rantor:	No		
• • •	save a third party manager?	No		
If yes, please list th		110	70°4	
	ect in detail in a meeting with I discussion, this form will be Individual			
		Management	include in budget.	
Initials & Date		17 Idia Golffont	morato III oridian	
	Miranda Bell	Finance	Budget review and account number assignment.	
Initials & Date				
	Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is	
Initials & Date			correctly zoned; a site plan to check setbacks, etc.; and a record of	
	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.	
Initials & Date		Ü		
		Duilding Plant 9.	Review of the desired location and desired use to ensure all	
		Building, Flood & Historical	requirements are met including but not limited to building codes, architect requirements, etc.	
Initials & Date	Cildox Day	Тизитем	aromoo rogunomono, cio	
			Determination of potential needs related to active/ passive fire	
			protection, fire department access roads, egress, and all other	
	Nelson Bauer	Fire	requirements as determined by the International Codes,	
Initials & Date		•		
	Chad Christian	Engineering	Determination of potential need for input from the City engineers.	
Initials & Date		-		
LG 3/26/18	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.	
Initials & Date	Tranc AduaRan	MAN OBILIMITA	Processing on Protouries on Monthly in the process of Pennings	
			Determination of IT needs with Jessica such as internet access,	
	.		networking, phones, security cameras/door access control systems,	
rates a ma	Gary Schrader	IT/GIS	computers, copiers, etc.	
Initials & Date	•	Owner of Project when	The person who will own the project when its complete needs to be	
Initials & Date		complete	involved with the project from the beginning.	