

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)

☒ 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:
_____ Initials & Date	Joe Bouzan	Risk / Project Management
_____ Initials & Date	Miranda Bell	Finance
_____ Initials & Date	Miriam Boutwell	Planning
_____ Initials & Date	Miriam Boutwell	Zoning
_____ Initials & Date	Chuck Lay	Building, Flood & Historical
_____ Initials & Date	Nelson Bauer	Fire
_____ Initials & Date	Chad Christian	Engineering
_____ Initials & Date	Leslie Gahagan	Environmental
<u>GS</u> 3/26/18 _____ Initials & Date	Gary Schrader	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.

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