Construction Project Checklist

Start Date:

Work Order #:

Project Description:

(Check off if Applicable)

☐ Receive Facilities Improvement work order for construction and/or estimate
☐ Create a “Project” in AiM [BLDG Name [0000] RM #, Description]
☐ Make meaningful contact with customer within 5 days to determine scope of work
☐ If required, obtain assistance from Engineering Services, issue “ES” step or “ES” work order
☐ If required, address DOR (Division of Responsibility with Nenad Marjanovic)
☐ Assign Risk Assessment; High, Medium or Low
☐ Develop scope of work and estimate of project. Use formal estimate form.
☐ Are there parking implications? Notify Campus Parking.
☐ Determine if Chill Water Capacity Charge is needed. Fill out CW Form & turn into ES Admin
☐ Receive customer authorization to proceed with an approved account number
☐ If bid is >$100,000 (bid limit), PDS & Builders Risk Insurance required
☐ Attach: Scope, Estimate, PDS & BRI documents to AiM work order
☐ If required, generate IEPA form—will require 30 day notice (1 acre or larger)
☐ Underground Utilities Locates – Notify Chad Kupferschmid in Records Management
☐ Evaluate project location for asbestos or lead paint; Follow proper procedure if present
☐ If required, generate and submit Hazardous Assessment forms to dept. When approved, add to work order and copy to trades involved
☐ Identify potential environmental compliance requirements. (Environmental Compliance Checklist)
☐ Issue Phase to trades and/or submit Contractor Services Request for permit
☐ Generate project schedule and submit to customer
☐ Hold pre-construction meeting, follow up with periodic update meetings
☐ Perform weekly update of schedule, evaluate cost to date and % complete
☐ As needed: Process Change Orders, receive customer approval, attach documents to AiM work order. (If Change order <$100,000, enter request in FS Portal and issue permit. If fixed cost, send to accounting)
☐ Complete and attach punch list & closeout form to AiM work order
☐ Add up Change Orders for final cost and attach to work order in AiM
☐ Make final customer contact with costs to date
☐ Update records with as-builds, shop drawings, submittals, warranties, assets for PM’s (Jackie Robledo), & Division of Responsibility (Nenad Marjanovic), etc.
☐ Close Project and file to history
☐ Close Date: ______________