



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: _____