

MASTER CHECK LIST ORGANIZING AND FOLLOWING THE PROJECT

PROJECT: _____

PROJECT START

1. _____ Start Project File
2. _____ Start Contract File
3. _____ Research, as required
4. _____ Establish Architectural Program
5. _____ Establish Construction Budget
6. _____ Architectural Costs and Specific Services
7. _____ Engineering Costs and
 Specific Services

PROJECT SITE DOCUMENTS

1. _____ Obtain Boundary Survey
2. _____ Obtain Topographic Survey
3. _____ Obtain Plat of Existing
 Utilities
4. _____ Research easements, pipelines, telephone cable and
 other site obstructions. Obtain permission in writing to put
 drives, etc., over adjoining property, etc.
5. _____ Obtain Zoning Ordinance
6. _____ Research Zoning Ordinance
7. _____ Obtain Building Code

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- 8. _____ Research Building Code
- 9. _____ Visit Site
- 10. _____ Photos of Site
- 11. _____ Soil Tests

PROJECT ASSISTANCE

- 1. _____ Associate Architect(s)
- 2. _____ Associate Engineer(s)
 CIVIL
 STRUCTURAL
 ELECTRICAL
 MECHANICAL
- 3. _____ Conference with Planning Dept.
- 4. _____ Conference with Building Dept.
- 5. _____ Conference with Utility Companies

PROJECT PLANNING

- 1. _____ Preliminary Plans
- 2. _____ Zoning or P.U.D. Submittal
- 3. _____ Zoning Hearings
- 4. _____ City Council Hearings
- 5. _____ Mortgage Submission Sets
- 6. _____ Preliminary Specifications
- 7. _____ Cost Estimate
- 8. _____ Environmental Impact Statement

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- 9. ___ Project Description or Analysis
- 10. ___ Final Approval of Prelims
- 11. ___ Fire Hydrant Locations

PROJECT DOCUMENTS

- 1. ___ Firm Order to Start Working Drawing
- 2. ___ Re-establish Specific Architectural and Engineering Services
and Fees and that financing is arranged
- 3. ___ Review Site Obstructions, Soil Problems, Drainage, etc.
- 4. ___ Arrange for Mechanical and Electrical
- 5. ___ Arrange for Structural
- 6. ___ Arrange for Grading Plan
- 7. ___ Arrange for Site Utilities
- 8. ___ Water layout and fixture count to water utility
- 9. ___ Electrical to Power Co. for underground service
- 10. ___ Re-check Zoning Research
- 11. ___ Code Research
- 12. ___ Working Drawings
- 13. ___ Preliminary review by Building Department
- 14. ___ Conferences and Check Set to Client
- 15. ___ Check Coordination of Mech. and Elect. - Riser and Entrance
Diagrams

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- 16. ___ Final Specifications
- 17. ___ Bidding Prints, if any
- 18. ___ Final Estimate
- 19. ___ Lender Requirements, verify approval if required
- 20. ___ Final Approval by Owner
- 21. ___ Surveyors Certificate, for Building Permit
- 22. ___ Building Permit – follow through
- 23. ___ Final Revisions, if any, or Additions

PROJECT CONSTRUCTION

- 1. ___ Construction "Kick-Off" Meeting
- 2. ___ Determine Inspection Services
- 3. ___ Colors, Samples
- 4. ___ Shop Drawings
- 5. ___ Signs
- 6. ___ Advertising Brochure Drawings
- 7. ___ Final Maps or Plats