Start Date:

Project #:

Project Description:

(Check off if Applicable)

- ☐ Receive or create Facilities Improvement work order on departmental account
- ☐ Create a "Project" in AiM   *BLDG Name [0000] RM #, Description*
- ☐ If required, obtain assistance from Engineering Services and/or Commissioning & Inspection, issue "ES" work order, attach to Project in Aim
- ☐ What is the room use and occupancy
- ☐ Is the Architectural Review Committee needed
- ☐ If required, address DOR (Division of Responsibility with Mike Stilger)
- ☐ Receive scope of work, drawing and estimates of project (all required documents)
- ☐ Determine if a Chilled Water Capacity Charge is needed. Fill out CW Form & turn into ES Admin
- ☐ If Project is >$76,600 (bid limit), PDS, appropriate insurances & bonds as required
- ☐ Attach*:* Scope, Estimate, PDS & BRI documents to AiM work order or AiM Project
- ☐ If required, generate IEPA form-will require 30 day notice (1 acre or larger)
- ☐ Evaluate project location for asbestos or lead paint
- ☐ If required, generate and submit Hazardous Assessment forms to dept.
- ☐ Identify potential environmental compliance requirements. (Environmental Compliance Checklist)
- ☐ Identify stake holders and when they will be needed (ex. C&I)
- ☐ As needed: Process Change Orders, receive customer approval, attach documents to AiM Project.
- ☐ Update records with as-builds, shop drawings, submittals, warranties, assets for PM's (Jackie Robledo), & Division of Responsibility (Mike Stilger), etc.
- ☐ Close Project and file to history
- ☐ Close Date: _____