

**FACILITIES PROJECTS PPR SCOPE DEVELOPMENT CHECKLIST**

**To:**

**From:**

**Project #:**

**Date:**

|  |
| --- |
|  |

**Who is requesting this project?**

Facilities………..

Department….

Facilities contact and phone number:

1. Purpose of this project?
2. Full Scope Description - What does this project consist of? (explain issues in detail, areas involved, provide plans, etc. to further illustrate the scope and areas/location(s). The more details and information provided, the better in helping understand and evaluate the scope of work
3. Project location?

Building:

Floor:

Department:

Department Contact:

1. Project Budget/Funding
   1. Budget Amount Established/Approved
   2. Funding Source & Funding Approval Time Line
2. When does the project need to begin, and when does it need to be completed?
   1. Any Long Lead Items?
   2. Any preferred equipment?
3. What type of project/system(s) involved, what floors/areas does it affect?

System:

Floor(s):

Areas:

1. Any special conditions/situations that need to be worked around?
   1. Noise, vibration
   2. Times during the day the work needs to be done? Off hours? Nights? Weekends?