

Christina School District
Capital Projects Checklist

ITEM	C/W Date
<input type="checkbox"/> Education Specification Approval from DOE	_____
<input type="checkbox"/> Board of Ed approval of Ed Spec	_____
<input type="checkbox"/> Professional Services Contract Approval from DFMS	_____
<input type="checkbox"/> Schematic Design Approval from DOE	_____
<input type="checkbox"/> Board of Ed approval of Schematic Design	_____
<input type="checkbox"/> Design Development Approval from DOE	_____
<input type="checkbox"/> Board of Ed approval of Design Development	_____
<input type="checkbox"/> Courtesy copy of Design Development Plans to DFMS	_____
<input type="checkbox"/> Construction Drawing Approval from DOE	_____
<input type="checkbox"/> Board of Ed approval for Construction Drawings	_____
<input type="checkbox"/> Construction Drawing Approval from DFMS	_____
<input type="checkbox"/> Construction Drawing Approval - Architectural Accessibility Board	_____
<input type="checkbox"/> Construction Drawing Approval - State/Local Fire Marshal	_____
<input type="checkbox"/> Department of Health & Social Services Approval	_____
<input type="checkbox"/> Construction Drawing Approval - County or Municipality	_____
<input type="checkbox"/> Letter of approval to approved bidder	_____
<input type="checkbox"/> Letter of Rejection to bidders & return of bid bond	_____
<input type="checkbox"/> Start of Construction notification to DOE	_____
<input type="checkbox"/> Substantial Completion notification to DOE	_____
<input type="checkbox"/> Certificate of Occupancy/Completion (circle one)	_____
<input type="checkbox"/> Record Set Plans (CD) sent to State Archives	_____
<input type="checkbox"/> As-built Plans (prints) to CSD	_____

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- AutoCAD files of floor plans to DOE (dwg files) _____
- Electronic floor plans to CSD (pdf files) _____
- Operations manuals issued to CSD _____
- Warranties issued to CSD _____
- Release of Liens issued to CSD _____
- Updated Insurance Certificates _____
- Balancing reports issued to CSD _____