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Project Administration Checklist

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commencement date \_\_\_\_\_\_\_\_\_\_\_\_

Completion Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify work criteria

Retain consultant/architect if necessary

Oversee development of job:

 Assist in preparation of bid specifications

Coordinate bid process

Qualify bidders

Analyze bids

Award contract

Prepare contractors work agreement with property identity logo and submit to Owners/Board and Vendor

Administer Owner and Vendor execution of contract

Acquire necessary insurance certificates

Arrange kick off meeting with Vendor

Assist in coordinating permitting process

Start project

Coordinate job

 Oversee building operations and scheduling of conflicting work

 Coordinate building rules and regulations with Vendor

 Have regular meetings

 Review progress reports from architect/vendor

 Acquire necessary lien waivers

 Approve and process payment requests

 Review and approve change orders

Report to Ownership on job progress

Complete/close out

 Punch out job

 Inspect final job

 Close out permit

 Acquire final lien waiver

 Approve and process final retainer