

Building Project Checklist

1. Demographics
2. Identify Program Needs
3. Discuss Potential Project with Finance Officer
4. Engage Architect (Bishop Signatory on Any Contract)
5. Prepare Space Plan with Architect
6. Site Identification (Bishop Signatory on Any Transactions)
7. Establish Project Budget (Review with Finance Officer)
8. Engage Fundraising Counsel (Bishop Signatory on Contract)
9. Request Exemption from Assessment for Capital Campaign from Finance Office
10. Develop Schematic Plans (Review with Finance Officer and Liturgical Commission)
11. Evaluate Fundraising Results
12. Engage Project Manager or Clerk of Works
13. Develop Preliminary Plans and Specifications (Review with Finance Office & Liturgical Commission)
14. Review Fundraising Results and Project Budget
15. Develop Financing Plan (including cash flow analysis)
16. Review Financing Plan with Finance Officer
17. Submit Loan Application if Necessary
18. Prepare Final Plans and Specifications (Review with Finance Office & Liturgical Commission)
19. Put Project to Bid with Select List of Contractors Pre-qualified by Finance Office
20. Award Contract to Low Bidder (Bishop Signatory on Contract)
21. Pre-construction Meeting
22. Requisition Meetings with Director of Property Management
23. Requisitions Filed with Finance Office for Release of Funds
24. Change Orders Signed by Bishop Representative
25. Acceptance of Project