

Campus Project Checklist for Maintenance Projects under \$1,000,000 in value

Campus Project Name/Number	
Building Name	
Property Address	
Owned / Leased	
If leased - does Landlord approve of property alteration	If no, contact Real Property
Is the work covered in lease or agreement	If no, contact Real Property
Is building over 50 years old?	If yes, attach THC approval form provided by Capital Projects or contact Capital Proj
If yes, has THC approved? (TCA - 4-11-111(a))	If no, submit the required information to Capital Projects to secure THC approval
Funding Source	If funding is other than "Plant Funds or Aux Funds" contact Department of Capital Proj
Dash Number if known	

Description of Work	
Designer Name	
If no designer - provide explanation as to why it is outside of Designer Requirement (TCA 62-2-107)	
Is any roof work being completed?	
If repair, has warranty been verified or original installer contacted.	Attach any bond or roofing warranty information
If replacement, has standard roof warranty included in specifications? (SBC 6.03)	If no, resubmit with warranty information. DCP may be able to assist with the require
If replacement, roof bond is required. Is it included?	If no, resubmit with bond or contact DCP

Any other work in building? If so provide list of projects with value of work. (TCA 49-7-132)

Work should include total project costs. As defined as - total cost of a project including, construction cost, design cost, furniture and moveable equipment, contingency, and all other hard and soft costs associated with the completion of the project. The following are not included in the "Total Project Cost": the costs of monthly utilities; recurring, every day and routine maintenance of existing buildings, systems and grounds; telephones/network installations and relocations, except those included in the Capital Project; custodial services; and personnel and operating costs associated with the aforementioned items. (SBC 2.01.Z)

Is total value with this work over \$1,000,000? If yes, submit project to DCP for review.

List vendor contracts which will be associated with this work.

Vendor Name - Scope of work	Proposal Amount	Contractor License number - required if work is over \$25,000 (TCA 62-6-102)	Contract Bond Required if work is over \$100,000 (TCA 12-4-201-206)	Insurance - Commercial Liability, Auto Liability, Umbrella, Workers Compensation, Pollution Liability, Builders Risk / Installation Floater - Reviewed with Risk Management	Drug Free Workforce Affidavit Included TCA 50-9-113	Roof Bond Included if new roof system is installed (SBC 6.03)

*If more vendors re required attach listing to this submission

***Contractor" means any person or entity that undertakes to, attempts to or submits a price or bid or offers to construct, supervise, superintend, oversee, schedule, direct or in any manner assume charge of the construction, alteration, repair, improvement, movement, demolition, putting up, tearing down or furnishing labor to install material or equipment for any building, highway, road, railroad, sewer, grading, excavation, pipeline, public utility structure, project development, housing, housing development, improvement or any other construction undertaking for which the total cost is twenty-five thousand dollars (\$25,000) or more; provided, however, with respect to a licensed masonry contractor, such term means and includes the masonry portion of the construction project, the total cost of which exceeds one hundred thousand dollars (\$100,000), materials and labor;

Does vendor scope outline and reference work as required by contract documents which have been stamped by Designer?		If no, resubmit
		If no, provide reason not required
Has SFMO reviewed and approved plans		
Have other agencies having jurisdiction reviewed and approved the contract documents (TDEC, local permit office, etc.)		If no, provide reason not required

Reviewed and Confirmed by (signed by campus / institute): _____
 Print Name and Title _____