

**TASK FORCE FOR BUILDING RENEWAL  
PROJECT STATUS CHECKLIST**



<b>Agency</b>		<b>Project / BU#:</b>
<b>Location/Site:</b>		<b>Allocation Date:</b>
<b>Building:</b>		<b>Allocation Amount:</b>

**Project Name:**

*The narrative on the allocation explaining the scope of the project should be read carefully. DO NOT ASSUME that any proposals, requisitions, or contracts submitted with your request for this project is also approved. A separate review notice is sent for each. There is no need to resubmit any of these documents IF there have been no changes. However, DO NOT sign the documents, acquire materials, or execute the work UNTIL you receive the separate, appropriate review notices. If you have any doubts or questions, please call the Task Force office.*

<b>SUBMISSIONS:</b>	<b>Date Submitted:</b>	<b>Date 309 Approved</b>	<b>Signed Copy Submitted</b>
Design: Consultant Contract			
Consultant Addend #			
Bidding: Plans/Specifications (95%)			N/A
Addendum #1			
Addendum #2			
Addendum #3			
Construction: Requisition / P.O. #			
Requisition / P.O. #			
Requisition / P.O. #			
Requisition / P.O. #			
Requisition / P.O. #			
Proposal:			
Proposal:			
Asbestos/Haz-Mat:			
Construction Contract:			
C.O. #1			
C.O. #2			
C.O. #3			
C.O. #4			
C.O. #5			
Other Construction Contract:			
<b>ITEMS FOR SUBMITTAL (APPROVAL NOT REQUIRED):</b>			
Preliminary Plans Copy		N/A	N/A
Bid Tabulations Copy		N/A	N/A
Roof Warrant Copy		N/A	N/A
Final Report (Required to Close Allocation)		N/A	N/A