**300.3 – Phase A Checklist for the University’s Department**

 **Representative**

This checklist is to be used by the University Department Representative.

**Instructions:** The Department will mark the appropriate check-off box below to indicate completion of each action in accordance with the requirements in the EKU DFMS Procedures Manual (including applicable laws, regulations, and requirements) or that the action is not applicable to the Project.

**Project Administration:**

 YES N/A

 [ ]  [ ]  **Project Establishment:** The project has been established as an RCF.

 [ ]  [ ]  **Budget:** An Initial Budget has been identified.

 [ ]  [ ]  **Federal or Other Grant Funding:** The Department has notified DFMS and the Architect-Engineer that the Project requires a federal or other review.

**Project Development:**

 YES N/A

 [ ]  [ ]  **Agency Program:** The Department has provided a program to the Project Manager, Architect-Engineer, and Commissioning Authority.

 [ ]  [ ]  **Special Equipment and Fixtures:** Lists of special equipment and fixtures required by the Department were created /obtained. These were provided to the Architect-Engineer.

 [ ]  [ ]  **Pre-Design Checklist:** The Department has participated with the Project Manager in completing the Pre-Design Checklist. **See Section 200 - Pre-Design Checklist.**

**Final Budget, Area Calculations and Scheduling Deliverables:**

 YES N/A

 [ ]  [ ]  **Cost Estimate:** The Department r Representative shall approve the Phase A Estimate of Construction Cost. **See Section 309 - Phase A Estimate of Construction Cost.**

[ ]  [ ]  **Energy Usage Cost.** The Department has received the projected energy usage cost from the Architect-Engineer for inclusion in their future operating budget.

**Phase A Submittal Review and Approval:**

 YES N/A

 [ ]  [ ]  **Commissioning Plan:** The Phase A Commissioning Plan has been reviewed.

 [ ]  [ ]  **Copies:** A complete set of Phase A documents has been received.

 [ ]  [ ]  **Review Meeting:** The Department has attended the Phase A Review Meeting.

 [ ]  [ ]  **Review:** Comments, revisions and changes to Phase A documents were reviewed.

 [ ]  [ ]  **Approval:** The Department has formally reviewed, commented upon, and given approval for the Phase A Submittal prior to issuance of the Phase A acceptance letter.

 [ ]  [ ]  **Commissioning Process:** The Department participated in the Commissioning Process.

**Projects Seeking LEED Certification:**

 YES N/A

 [ ]  [ ]  **Enhanced Commissioning:** The Department has participated in the Commissioning Authority design development review process if enhanced commissioning is used.

 [ ]  [ ]  **LEED Credits:** The Department has assisted the Architect-Engineer and the Project Manager in reviewing the LEED credits appropriate to the Project.

**End of Phase A Checklist for the Department**