

OMB/Division of Facilities Management

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

**KICK OFF MEETING DATA CHECKLIST**

**Meeting Date:** \_\_\_\_\_

**Project Data**

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contract Number: \_\_\_\_\_

A/E: \_\_\_\_\_

A/E Address: \_\_\_\_\_

Reviewing Agency: OMB/Division of Facilities Management (DFM)

R/A Address: 540 S. DuPont Highway, Suite 1, Dover, DE 19901

**Project Representatives**

Owner Rep: \_\_\_\_\_

Agency Rep: \_\_\_\_\_

State Proj. Manager: \_\_\_\_\_

State Proj. Engineer: \_\_\_\_\_

A/E Rep: \_\_\_\_\_

Commissioning Rep: \_\_\_\_\_

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**Owner's Funded Project Budget:**

\$ \_\_\_\_\_

**Scope of Project/Work (Basis for OPR):**

**Project Performance Criteria (Basis for PC):**

**Project Timeline & Milestone Expectations (Basis for SOP):**

(Attach Proposed Schedule of Performance (SOP) with Minutes of Kick Off Meeting)

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**General Requirements (Basis for Division 01):**

Owner Access and Occupancy Requirements:

Contractor Site and Facility Use:

Work Restrictions and Coordination:

Allowances:

Unit Prices:

Alternates:

Special Procedures (Project, Safety, Security, Etc.):

Quality Assurance & Control:

Product Requirements:

Construction Waste Management & Disposal:

Closeout Requirements:

Commissioning Requirements:

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**Description of Work (Basis for DN):**

Demolition, Removal & Remediation:

Civil:

Structural:

Architectural:

Fire Suppression & Protection:

Plumbing:

Mechanical:

BAS:

Electrical:

Communications (Voice/Data/A-V):

Safety, Security, & Surveillance:

Site Work & Utilities:

Other:

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**Life Cycle Cost Analysis Criteria and/or Options (Basis for LCCA):**

**Project Design Considerations (Basis for Energy Modeling & Calculations):**

**Related Design Discussion Items:**

Available Drawings & Data:

Site Visit(s) & Survey(s):

Design Meetings & Submittal Reviews Proposed:

<u>Design Review Submittal Documentation:</u>	<input type="checkbox"/> Sets
	<input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Electronic
✓ General Documentation	<input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic (Word .doc)
✓ Drawing Sets	<input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic (.pdf)
✓ Drawing Set, Final	<input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic (.pdf & .dwg)
✓ Specifications/Project Manual	<input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic (Word .doc)
✓ Manufacturers' Guide Specs	<input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic (Word .doc)
✓ Manufacturers' Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic (Word .doc)
✓ Calculations	<input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic (.pdf)

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**Planning & Path Forward:**