Pre-Design Phase
PAR Preparation Checklist

Project: Project Name (eB #)

Use this checklist as you prepare to initiate the PAR Process for the Design Phase

☐ Verify from the Project Charter the following fields on the e-Builder Project Details Page:
  ☐ Sponsoring College/Unit
  ☐ Sponsoring Department
  ☐ Facility Code(s)
  ☐ LV Capital Budget Number
  ☐ SUCF Project Number from Contract Colleges Facilities (if applicable)

☐ Validate that the proper users are in the correct e-Builder roles on the project:
  *Users in Roles for PAR Process Action Report*; request that Project Administrator add any missing users

☐ Review the *Space Usage Instructions* for any missed steps

☐ Update & activate project schedule in eBuilder to match the PAR

☐ Refer to/update project budget to fill in Budget Roll-Up Lines in e-Builder PAR Process. *Note:* If your prior PAR budget has been distributed off the roll-up line in e-Builder, click budget details

☐ Consult with Unit Representative(s) & Project Director on accurate project description, methods of delivery, capital budget information/variances, etc.

☐ Consult with Finance Manager(s) & Unit Representative(s) to fill in Source & Uses Worksheet *Sources & Uses Template; Sources & Uses Instructions*

☐ Consult Facilities Management (*Jim Gibbs*) to obtain O&M/Deferred Maintenance Information and that PAR is being initiated (*Jim Gibbs takes action in ALL PAR Prep steps*)
Consult Energy & Sustainability (Mark Howe) that PAR is being initiated and Energy Use Intensity data will be required (Mark Howe takes action on ALL PAR Prep steps) EUI Guidance Document