Project: Project Name (eB #)

Purpose: Use this checklist as you prepare to initiate the FPAR (Facilities Project Approval Request) Process for the Design Phase

☐ Verify from the Project Charter the following fields on the e-Builder Project Details Page:

- ☐ Funding College/Unit
- ☐ Funding 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 FPAR Process Action Report*; request that Project Administrator add any missing users

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

☐ Refer to/update project budget to fill in budget roll-up lines in e-Builder FPAR Process. *Note*: If your prior FPAR 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, capital budget information/variances, etc.

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

☐ Consult Facilities Management (*Andrew Germain*) to obtain Deferred Maintenance Information and that FPAR is being initiated