

DLC Checklist and Facilities Sign-Off Document For Small Renovation Projects

Client Section: DLC: _____ Room Location: _____
 Projected Funded By: _____ S.F. = _____

Briefly Summarize the Work: _____

Detail Each of the Following Work Elements (Attach Additional Sheets/Sketches As Needed):

- | | |
|---|---|
| <input type="checkbox"/> Demolition _____ | <input type="checkbox"/> F.C. U. Installation _____ |
| <input type="checkbox"/> Asbestos Removal _____ | <input type="checkbox"/> Equipment Installation _____ |
| <input type="checkbox"/> Millwork _____ | <input type="checkbox"/> Power Outlets _____ |
| <input type="checkbox"/> New Walls _____ | <input type="checkbox"/> Tel/Data _____ |
| <input type="checkbox"/> Doors/Frames _____ | <input type="checkbox"/> Light Fixtures _____ |
| <input type="checkbox"/> Flooring/Base _____ | <input type="checkbox"/> Sprinkler Heads _____ |
| <input type="checkbox"/> Painting _____ | <input type="checkbox"/> Fire Alarm Devices _____ |
| <input type="checkbox"/> Ceilings _____ | <input type="checkbox"/> Shut Downs Required _____ |
| <input type="checkbox"/> Security Devices _____ | <input type="checkbox"/> Other _____ |

Submitted By: _____ Date: __/__/__ Printed Name: _____

Scan and Forward to Mike Lieberman, mmlieb@mit.edu, with a Copy to Your Dept. Head & Assistant Dean

Project Manager Review & Recommendation:

- | | |
|---|---|
| <input type="checkbox"/> Room Ownership & SF | <input type="checkbox"/> System Changes Reviewed with SEG |
| <input type="checkbox"/> Site Visit & Meeting with Client | <input type="checkbox"/> System Changes Reviewed with R & M |
| <input type="checkbox"/> Architect's Design Not Needed | <input type="checkbox"/> Security Reviewed with Campus Security |
| <input type="checkbox"/> Building Permit Not Required | <input type="checkbox"/> Client Contact with EHS Confirmed |

Submittal to the CRSP Screening Committee Requires Endorsed DLC/Facilities Work Plan/MOU)

CRSP Screening Committee Sign-Off:

PM Recommendation Received On: __/__/__ Reviewed at CRSP Screening On: __/__/__

Approved to Proceed:

Not Approved to Proceed: