# Project Manager Checklist

**Form B**

**The University of Memphis**

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## Building Permit # 

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### FURNITURE

- □ Systems
- □ New
- □ Configure
- □ Other ______

### CEILING/CEILING FINISH

- □ Acoustic Tile
- □ Exposed
- □ Repair Existing
- □ Total Ceiling Replacement
- □ Other ________

### FLOOR FINISH

- □ Washable
- □ Sealed Conc.
- □ Carpet
- □ Resilient

### WALL FINISH

- □ Paint
- □ Dry Wall
- □ Acoustic Panels
- □ Ceramic Tile

### SOUND ISOLATION/ACOUSTIC TREATMENT

- □ None
- □ Walls
- □ Ceiling
- □ Adjustable

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### WINDOW COVERINGS

- □ Blinds
- □ Shades

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### SAFETY & ENVIRONMENT

- □ Fire Protection
- □ Hazardous Waste
- □ Soil Erosion
- □ Asbestos Abatement
- □ Lead Abatement
- □ Other ______

### SECURITY

- □ Cameras
- □ Alarms
- □ Card Access
- □ Clocks

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### LIGHTING

- □ Natural Light
- □ Fluorescent
- □ New Fixture
- □ Task
- □ Track
- □ Black-Out Ability
- □ Dimmer
- □ Other ______

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### HVAC

- □ Fixed Temp
- □ Fume Hood
- □ Humidity Control
- □ Air Filtration
- □ Special Ventilation
- □ Balanced Air Supply
- □ Separate System
- □ Other ______

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### PLUMBING

- □ Hot Water
- □ Cold Water
- □ Compressed Air
- □ Gas
- □ Sink
- □ Other ______

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### ELECTRICAL POWER

- □ 110V / 20A / 1P Phase
- □ 208V / 40A / 3 Phase
- □ Convenience Outlets
- □ Other ______

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### COMMUNICATION

- □ Video/Cable
- □ Data Connection
- □ Audio System
- □ Projection
- □ Other ______

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### REVIEW REQUIREMENTS

- □ Fire Marshall
- □ Disabled Resources Services
- □ IT
- □ Environmental Health and Safety
- □ Physical Plant Crafts

### EXCLUSIONS

- □ ______

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Scope for Approval

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Budget Estimate: $_________ Desired Completion Date: __________