

CAPITAL PROJECT MANAGEMENT DEPARTMENT  
PROJECT PROPOSALS – CHECK-OFF LIST

**BATHROOM ADDITION REQUIREMENTS**

*It shall be the policy of the “Capital Project Management Department (CPMD) to utilize the following “Check-Off List” for review and acceptance of project proposals.*

LOCATION & BUILDING NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSON ASSIGN TO: \_\_\_\_\_

**Please check of documents that were received.**

- Application for Services
- Chapter Resolution – that indicate the need and priority of the proposal project and in accords with the local Land-Use Plan.
- List of Clients – to be served and a map of the home sites
- Information of condition of existing homes and floor plans
- Cost Estimates – (Average cost per home, 6’x12’, is \$6,000.00)
- Letter of Support from IHS
- Chapter Commitments for Labor by Written correspondence or by Resolution

**Project Quality Assurance/Quality Control Acknowledgement**       Complete     Incomplete

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

The undersigned have read and concur with this Project Folder is complete with all necessary PPA’s and is in adherence to the Capital Project Management Department Policies and Procedures and Gaming Fund Distribution and Policies and Allocations:

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
CPMD Department Manager

\_\_\_\_\_  
Date