

Capital Improvement Planning Checklist

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Project Identification & Scope Definition

Defining the need, goals, and boundaries of the capital improvement project.

Project Name

Write something...

Project Description (Summary)

Write something...



Property Address

 Set My Current Location



Date of Initial Project Identification

Enter date...

Problem Statement/Justification

Write something...

Project Category (e.g., Roof Replacement, HVAC Upgrade)

- Roof Replacement
- HVAC Upgrade
- Plumbing Repair/Replacement
- Electrical System Upgrade
- Building Exterior Improvement
- Interior Renovation
- Other

Estimated Project Size (e.g., square footage)

Enter a number...

Initial Project Objectives (What are you trying to achieve?)

Write something...

Needs Assessment & Prioritization

Evaluating the urgency and importance of potential capital improvements relative to other needs.

Describe the specific need this capital improvement addresses.

Write something...

Estimated number of people/units affected by the need.

Enter a number...

What is the primary driver for this improvement (e.g., regulatory compliance, tenant request, deferred maintenance)?

- Regulatory Compliance
- Tenant Request/Satisfaction
- Deferred Maintenance
- Property Value Enhancement
- Safety/Security
- Operational Efficiency

Which of the following stakeholder groups are impacted by this need?

- Current Tenants
- Potential Tenants
- Property Owners
- Management Team
- Investors
- Local Community

Estimated impact on property value (in currency).

Enter a number...

Date need was first identified.

Enter date...

What is the urgency level of this need?

- Critical (Immediate Action Required)
- High (Within 6 Months)
- Medium (Within 1 Year)
- Low (Within 1-3 Years)

Feasibility Studies & Due Diligence

Analyzing the technical, environmental, legal, and financial viability of potential projects.

Describe the existing condition requiring improvement.

Write something...

Identify potential environmental concerns (e.g., Phase 1 ESA required?)

- Yes, Phase I ESA Recommended
- No Environmental Concerns
- Further Investigation Required

Estimated Project Lifespan (Years)

Enter a number...

Zoning Compliance Verified?

- Yes
- No
- Pending Review

Summarize any potential legal or regulatory hurdles identified.

Write something...

Upload any relevant site assessment reports (e.g., engineering reports, condition assessments)

 Upload File

Historical Preservation Considerations?

- Yes, Property is Historic
- No, Property is Not Historic
- Uncertain, Requires Further Investigation

Cost Estimation & Budgeting

Developing accurate cost estimates and securing appropriate funding.

Estimated Project Cost (Total)

Enter a number...

Contingency Fund Allocation (Percentage)

Enter a number...

Estimated Soft Costs (e.g., Permits, Design Fees)

Enter a number...

Estimated Hard Costs (e.g., Materials, Labor)

Enter a number...

Detailed Breakdown of Cost Estimates (provide supporting documentation)

Write something...

Funding Source(s)

- Internal Funds
- Debt Financing
- Grants
- Equity Investment
- Other (Specify)

Estimated Project Start Date (Budgeting)

Enter date...

Estimated Project Completion Date (Budgeting)

Enter date...

Upload Cost Estimates and Supporting Documents

 Upload File

Design & Engineering

Planning and designing the capital improvements, including architectural and engineering plans.

Describe the project design goals and objectives.

Write something...

Upload preliminary architectural drawings.

 Upload File

Estimated square footage of improvements.

Enter a number...

Select applicable design standards (e.g., ADA, LEED, Historic Preservation).

- ADA
- LEED
- Historic Preservation
- Local Building Codes
- Other (Specify in LONG_TEXT)

Describe any site-specific engineering challenges or considerations.

Write something...

Upload geotechnical report (if applicable).

 Upload File

Target date for completion of design phase.

Enter date...

Permitting & Regulatory Compliance

Obtaining necessary permits and ensuring compliance with all applicable regulations.

Identify Applicable Permits Required

- Building Permit
- Zoning Variance
- Environmental Impact Assessment
- Demolition Permit
- Electrical Permit
- Plumbing Permit
- Fire Safety Permit
- Other (Specify)

Describe any identified Environmental Concerns & Mitigation Plans

Write something...

Date of Permit Application Submission

Enter date...

Permit Application Fee Amount

Enter a number...

Permit Status

- Applied
- Under Review
- Approved
- Denied
- Withdrawn

Notes/Comments Regarding Permit Process (e.g., communication with authorities)

Write something...

Upload Copies of Permit Applications and Supporting Documents

 Upload File

Expected Permit Approval Date

Enter date...

Contractor Selection & Management

Selecting qualified contractors and managing the construction process.

Bidding Method Used

- Competitive Bid
- Negotiated Bid
- Design-Build
- Other

Number of Bids Received

Enter a number...

Contract Type

- Fixed Price
- Cost-Plus
- Time and Materials

Summary of Contractor Selection Criteria

Write something...

Contractor Proposal(s)

 Upload File

Contractor Performance Evaluation (Initial)

Write something...

Insurance Certificates Verified?

Yes

No

Contract Start Date

Enter date...

Details of any pre-qualification requirements

Write something...

Construction & Implementation

Executing the capital improvement project according to plan.

Scheduled Start Date of Construction

Enter date...

Projected Completion Date

Actual Construction Start Date (if different)

Percentage of Project Completed (Weekly)

Daily Construction Log Notes (for discrepancies or issues)

Progress Photos (Weekly)

 Upload File

Current Phase of Construction

- Site Preparation
- Foundation
- Framing
- MEP (Mechanical, Electrical, Plumbing)
- Finishing
- Landscaping
- Completed

Change Order Documentation (if applicable)

Write something...

Current Contractor Status

- On Track
- Behind Schedule
- Ahead of Schedule

Post-Implementation Review & Evaluation

Assessing the project's success and identifying lessons learned.

Actual Project Cost vs. Budgeted Cost (Variance)

Enter a number...

Summary of Project Successes

Write something...

Summary of Project Challenges & Lessons Learned

Write something...

Project Completion Time (Actual vs. Planned)

Enter a number...

Stakeholder Satisfaction (Overall)

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

Were the original project goals achieved?

- Fully Achieved
- Partially Achieved
- Not Achieved

Recommendations for Future Capital Improvement Projects

Write something...

Date of Post-Implementation Review Completion

Enter date...

Financial Considerations & ROI

Analyzing the financial impact, return on investment, and long-term cost implications.

Estimated Project Cost

Enter a number...

Estimated Annual Operating Cost Increase (Post-Improvement)

Enter a number...

Projected Annual Revenue Increase (If Applicable)

Enter a number...

Discount Rate Used for ROI Calculation

Enter a number...

Estimated ROI (%)

Enter a number...

Payback Period (Years)

Enter a number...

Funding Source(s)

- Internal Funds
- Debt Financing
- Grants
- Equity Investment
- Other

Detailed Explanation of ROI Calculation Assumptions

Write something...

Sensitivity Analysis Performed?

Yes

No