



# Capital Improvement Planning Checklist

## 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)

### Estimated Project Completion Date (Budgeting)

### 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.

### Upload preliminary architectural drawings.

 Upload File

### Estimated square footage of improvements.

**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

Enter date...

### Actual Construction Start Date (if different)

Enter a number...


### Percentage of Project Completed (Weekly)

Enter a number...

### Daily Construction Log Notes (for discrepancies or issues)

Write something...

## 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