

Hospital design form

Your building project: A checklist for getting started

Taking the time to carefully think through each aspect of building a new practice, as outlined below, will better ensure success and a smooth process.

Project: _____

Date: _____

Owner: _____

Location: _____

Establish program and goals

- Assess existing practice
- Outline anticipated growth
- Assess location/site for market suitability
- Describe the image you want to create
- Describe the capacity of anticipated facility
- List the provided services
- Establish a budget
- Investigate financing opportunities and costs
- Describe exit strategy

Real estate agent: _____

Attorney: _____

Surveyor: _____

Planner (if rezoning or planning issues required): _____

Architect (for design and production of drawings): _____

Civil engineer: _____

Soils engineer: _____

Facilitator: _____

Contractor: _____

Owner's representative: _____

Construction manager: _____

Special inspector: _____

Investigate site feasibility

- Determine adequate site area
- Confirm the right neighborhood
- Confirm compatibility of market demographics
- Confirm proper zoning, or what would be involved in rezoning
- Confirm provisions for adequate parking
- Confirm that site access and visibility are adequate
- Confirm that utilities are available and adequate
- Investigate other possible extenuating circumstances
- Order a soils report
- Obtain a detailed and current survey
- Review site for general "buildability"

Establish project program and scope

- List anticipated costs:
 - Construction: _____
 - Site development: _____
 - Site acquisition: _____
 - Permit and tap fees: _____
 - Professional fees: _____
 - Contingency: _____
- Establish available funding
- Reconcile funding and costs

Assess your existing building

- Confirm adequate room for expansion
- Establish the existing building's expansion/renovation capacity
- Confirm the state of existing building systems

Establish a realistic schedule: When can you move in?

- Establish a schedule:
 - Pre-design/planning: _____
 - Design and drawing production: _____
 - Bidding, financing, permitting: _____
 - Construction: _____
- Establish target move-in date
- Reconcile schedule and move-in target date

Assemble your team

- Retain the required players on your team (in order of occurrence):

Accountant or practice manager: _____

Architect (for initial consultation, guidance as required): _____

Bank or financing institution: _____