



## Construction Project Checklist

### **3 Months Before Project Starts:**

- Inform Parking Services of project.
- Set up time to walk the site.
- Fill out Construction Permit Request Form and submit.

### **1 Month Before Project Starts:**

- Review and update changes with Parking Services.

### **2 Weeks Before Project Starts:**

- Verify project specifications.

### **1 Week Before Project Starts:**

- Pick up permits.

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Contact Parking Services as early as possible. Information needs to be sent out to the parkers.

Keep Parking Services informed of any changes or problems encountered as the project proceeds.

E-mail is the preferred method of communication.

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Name	Position	Telephone	E-mail address
Jim Sarafin	Director	617.495.5267	<a href="mailto:jim_sarafin@harvard.edu">jim_sarafin@harvard.edu</a>
Jim Kotzuba	Associate Director	617.496.2917	<a href="mailto:james_kotzuba@harvard.edu">james_kotzuba@harvard.edu</a>
Matthew Gaudet	Staff Assistant	617.496.7827	<a href="mailto:parking@harvard.edu">parking@harvard.edu</a>



HARVARD UNIVERSITY  
 CAMPUS SERVICES

TRANSPORTATION SERVICES  
 Parking Services

### Construction Project Checklist

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

Location: \_\_\_\_\_

Harvard Project Manager: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Construction Company: \_\_\_\_\_

Construction Supervisor: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Start Date	End Date	Number of Permits	
			Please include your needs for the different work phases (e.g. 10 permits for the first two months, 20 permits for the last two months, must block off three space during construction, etc.)

Additional notes or comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Payment Method (Check One)

Cash

Check

ID Billing

Please include the 33-digit code below if ID Billing is the method of payment:

\_\_\_\_\_

Contractor permits are issued on a space-available basis. Filling out this application does not guarantee parking. Contractor hang tags are issued for a maximum time of three months. The project supervisor should call the Parking office at least two weeks before the end date to request new permits.