

Project Costs - Owner Checklist

Item Description	Vendor	Purchased by	Installed by	P.O. #	P.O. \$	Budget
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**Permits/Fees**

Building Permit						
All Other Permits						
Municipality/Utility Fees & Inspections						
Architecture/Engineering Fees						
<b>Total Permits/Fees</b>						

**Lobby:**

Front Desk						
Furniture						
Artwork						
Lighting						
Drapes & Blinds						
Floral Arrangements						
Television						
Credit Card Phone						
House Phone						
Public Pay Phone						
Luggage Carts						
Meeting Rm Announcement Board						
Interior Signage						
Exterior Signage						
<b>Total Lobby</b>						

**Meeting Room:**

Stack Chairs						
Folding Tables						
Chair Caddy						
Lecturn w/ Light & PA System						
Flip Charts						
Misc Serving Equipment						
Overhead Projector						
Slide Projector						
Artwork						
T.V. & Cabinet						
Conference Call Speaker System						
VCR						
DVD						
Data Ports						
Cable TV Outlets						
Drapes & Blinds						
<b>Total Meeting Room</b>						

**Business Center:**

Conference Table						
Chairs						
Fax Machine						
Computer						
Assorted Software						
Printer						
Typewriter						
Copying Machine						
Misc. Supplies						
Artwork						
Drapes & Blinds						
Typing Table						
<b>Total Business Center</b>						

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**Admin Offices:**

Property Management System:						
# Workstations						
# DotMatrix Printers						
# Laser Printers						
Assorted Software						
Safety Deposit Boxes						
Time Clock						
Remind O Timer						
Detex Watch Clock						
ADA Equipment						
Drop Safe						
Filing Cabinets:						
Horizontal						
Vertical						
GM Office Furniture						
Back Office Panel System						
Back Office Furniture						
Sales Office Furniture						
AGM Office Furniture						
Drapes & Blinds						
Typewriter						
Copier						
Fax Machine						
First Aid Kit						
Portable 2-Way Radios						
Beeepers						
Calculators						
Muzak Sound System						
Storage Cabinets						
Misc. Office Supplies						
Hold-up/Fire Detection Buttons						
Phone System:						
Switch						
Guest Room Phones						
Admin Phones						
Installation Labor						
Punch Down Board						
Printer for All Phone Calls						
Wake-up Call Printer						
Call Acctng. Mgmt. System						
<b>Total Admin Offices</b>						

**Pool Furniture & Equipment:**

Deck Furniture:						
Chaise Loungers						
Chairs						
Umbrellas w/bases						
Dining Tables						
Dining Chairs						
Planters for Courtyard						
First Aid Kit						
Water Testing Kit						
Shephards Crook						
Life Rings						
Pool Cover						
Signage						
<b>Total Pool Area</b>						

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**Employee Lounge:**

Lockers						
Dining Table						
Dining Chairs						
Drapes & Blinds						
Exec. Hskpr Office Furniture						
Refrigerator						
Microwave Oven						
Television w/ ceiling mount						
<b>Total Employee Lounge:</b>						

**Commercial Laundry & Housekeeping:**

Washing Machines						
Dryers						
Folding Tables						
Laundry Carts w/spring platforms						
Sheet Folder						
Laundry Scale System						
Houseperson's Cart						
Detergent System						
Rm Attendant's Carts						
Vacuumn Cleaners						
Cribs						
Sleeper Rollaways						
First Aid Kit (also for all closets)						
Carpet Shampooer						
<b>Total Commerical Laundry &amp; Housekeeping</b>						

**Fitness Room:**

Fitness Equipment						
Wall Clock						
Wall Towel Hooks						
Towel Holder Cabinet						
Hamper						
Fitness Posters						
Water Cooler						
Drapes & Blinds						
<b>Total Fitness Room</b>						

**Guest Laundry:**

Coin-Op Washers						
Coin-Op Dryers						
Signage						
Phone						
Wall Clock						
Folding Table						
Chairs						
<b>Total Guest Laundry</b>						

**Pantry/Kitchen Equipment:**

Refrigerator						
Freezer						
Undercounter Dishwasher						
Garbage Disposal						
3 Compartment Sink w/sink covers						
Hand Sink w/ Towel & Soap Dispenser						
Work Surface Tables						
Coffee Brewer System						
# Warmers						

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# Shuttles						
Milk Dispenser						
Juice Dispenser						
Undercounter Refrigerator						
Warming Drawers						
Corner Sink						
Conveyor Toaster						
Microwave Oven						
Convection Oven w/Range						
Misc. Serving Supplies (Hubert's)						
Ice Machines						

*Suite Shop:*

Refrigerator Merchandiser						
Freezer Merchandiser						
Wall Rack/Shelf System						
Vending Machines						

**Total Pantry/Kitchen**

**Guest Rooms:**

King Beds						
Double Beds						
King Bed Bases						
Double Bed Bases						
Sleeper Sofas						
Recliners						
King Bedspreads						
Double Bedspreads						
Artwork						
Lighting						
Casegoods						
Clock Radios						
Guest Service Directories						
Drapes & Blinds						
Linen						
Expendables						
Total For All Wall Vinyl						
Coffee Makers w/Trays & Supplies						
Irons & Boards						
Hairdryers						
Televisions						

*Amenities For Suites Only:*

Refrigerator w/Ice Maker						
Undercounter Dishwasher						
Garbage Disposal						
Two Burner Cooktop						
Microwave Oven w/Vent Kit						
China, Glass, Silver						
Cooking Equipment						
Serving Utensils						
Cutting Boards						
Toasters						
Toaster Ovens						
Pot Holders & Tee-Towels						
Paper Towel Holder						
Fire Extinguisher						
Televisions Console						
VCR / DVD						
Dining Tables						
Dining Chairs						

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Item Description	Vendor	Purchased by	Installed by	P.O. #	P.O. \$	Budget
Counter Stools						
Floor Plant Arrangement						
Extra Artwork						
Wall lights						
Placemats/Napkins						
Installation for FF&E (Romeo)						
<b>Total Guest Rooms</b>						

**Other:**

Flagpoles						
Flooring & Walls (Vinyl, Ceramic, Carpet)						
Hallway Artwork						
Satelite Dish System 21						
Satelite Dish - Muzak						
Electronic Door Locks						
Millwork						
Security						
<b>Total Other</b>						

**GRAND TOTAL**

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