

DESIGN-BUILD DESIGN SUBMISSION CHECKLIST

Project Information	
School District:	
Project Name:	
Contract No.:	
Design-Builder:	

PRELIMINARY DESIGN PHASE SUBMISSION REQUIREMENTS

Required	Item	Included	Comments
	A. Drawings		
<input checked="" type="checkbox"/>	1. Cover Sheet	<input type="checkbox"/>	
	2. Site Drawings		
<input checked="" type="checkbox"/>	a. Existing Conditions Plan(s)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Site Logistics Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Construction Phasing Drawings	<input type="checkbox"/>	If applicable
<input checked="" type="checkbox"/>	d. Site Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Site Drainage Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	f. Site Utility Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	g. DCA "Best Practices" Site Plan	<input type="checkbox"/>	
	3. Architectural Drawings		
<input checked="" type="checkbox"/>	a. Floor Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Room Layout Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Interior Partition Schedule	<input type="checkbox"/>	Include acoustic performance data
<input checked="" type="checkbox"/>	d. Roof Plan(s)	<input type="checkbox"/>	Coordinated with MEP
<input checked="" type="checkbox"/>	e. Building Elevations	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	f. Building Sections	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	g. Interior Elevations	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	h. Wall Sections and Details	<input type="checkbox"/>	Include acoustic performance data
<input checked="" type="checkbox"/>	i. Reflected Ceiling Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	j. Room Finish Schedule	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	k. Special Details	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	l. Door Schedule	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	m. Window/Storefront Elevations	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	n. Other Details	<input type="checkbox"/>	As necessary to demonstrate compliance

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	4. Structural Drawings		
<input checked="" type="checkbox"/>	a. Foundation Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Structural Framing Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Structural Sections	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	d. Structural Details	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Roof Equipment Structure	<input type="checkbox"/>	
	5. Food Services Drawings		
<input checked="" type="checkbox"/>	a. Food Service Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Equipment Schedule	<input type="checkbox"/>	Equipment Substitutions (if applicable)
<input checked="" type="checkbox"/>	c. Roof-Top Equipment	<input type="checkbox"/>	
	6. Plumbing Drawings		
<input checked="" type="checkbox"/>	a. Plumbing Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Enlarged Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Roof Penetrations	<input type="checkbox"/>	
	7. Fire Protection Drawings		
<input checked="" type="checkbox"/>	a. Performance Criteria and Data	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Fire Protection Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Enlarged Plans	<input type="checkbox"/>	
	8. HVAC Drawings		
<input checked="" type="checkbox"/>	a. Floor Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Riser & Flow Diagrams	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Enlarged Floor Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	d. Roof-top equipment	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Equipment Schedule	<input type="checkbox"/>	
	9. Electrical Drawings		
<input checked="" type="checkbox"/>	a. Electrical Site Plan	<input type="checkbox"/>	

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<input checked="" type="checkbox"/>	b. Site Lighting Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Lighting Floor Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	d. Power Floor and Roof Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Photometric Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	f. Light fixture Schedule	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	g. Equipment Schedules	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	h. Fire Alarm Riser Diagram	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	i. Electrical Grounding Grid Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	j. Lightning Protection Plan	<input type="checkbox"/>	
	10. Information Technology and Security Drawings		
<input checked="" type="checkbox"/>	a. Floor Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Enlarged Floor Plans – MDF/IDF	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Interior Elevations – MDF/IDF	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	d. Enlarged Floor Plans of Typical Instructional Areas	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Security Systems Plans	<input type="checkbox"/>	Demonstrate compliance with DCA “Best Practices
<input checked="" type="checkbox"/>	B. Specifications	<input type="checkbox"/>	Outline at a minimum
<input checked="" type="checkbox"/>	C. Color Material Selections	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	a. Exterior Materials	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Interior Colors and Finishes	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	D. Color Renderings	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	E. LEED Compliance	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	a. Current LEED Checklist	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. USGBC Project Registration	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Any USGBC Submissions	<input type="checkbox"/>	

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<input checked="" type="checkbox"/>	F. Building Commissioning Submissions	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	a. Commissioning Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Commissioning Schedule Format	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Sample Pre-Functional Checklist, Test Report Format, Deficiency Report & Resolution Record Forms, and Commissioning Test Log Forms.	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	G. Other Submission Requirements	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	a. Supplementary Geotechnical Data	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Structural Analysis	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Energy Calculations	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	d. HVAC Controls	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Code Analysis & Code Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	f. Site Environmental	<input type="checkbox"/>	Needs to be confirmed