

FINAL DESIGN SUBMISSION CHECKLIST

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

Refer to Design Manual for Detailed 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. Demolition/Abatement/Phasing Plans	<input type="checkbox"/>	As required by Project Scope
<input checked="" type="checkbox"/>	d. Site Plan(s)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	i. Site Utility Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ii. Site Drainage Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	iii. Soil Erosion/Sediment Control Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Site Details	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	f. Site Sections and Profiles	<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"/>	Include furniture backgrounds
<input checked="" type="checkbox"/>	b. Roof Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Building Sections	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	d. Interior Elevations	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Interior Partition Drawings	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	f. Wall Sections	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	g. Details	<input type="checkbox"/>	

FINAL DESIGN SUBMISSION CHECKLIST

Refer to Design Manual for Detailed Submission Requirements

Required	Item	Included	Comments
<input checked="" type="checkbox"/>	h. Door Schedule/Details	<input type="checkbox"/>	
<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. Window/Storefront Elevations	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	l. Other Details	<input type="checkbox"/>	
	4. Structural Drawings		
<input checked="" type="checkbox"/>	a. Final Structural Analysis/Calcs	<input type="checkbox"/>	Include with Other Submission Requirements
<input checked="" type="checkbox"/>	b. Foundation Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Structural Framing Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	d. Structural Sections	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Structural Details	<input type="checkbox"/>	
	5. Food Services Drawings		
<input checked="" type="checkbox"/>	a. Food Service Plans and Schedules	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Equipment Specs/Product Data	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Reflected Ceiling Plans	<input type="checkbox"/>	
	6. Plumbing Drawings		
<input checked="" type="checkbox"/>	a. Plumbing Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	b. Riser Diagrams	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Equipment Schedules/Product Data/Specs	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	d. Enlarged Plans	<input type="checkbox"/>	
	7. Fire Protection Drawings		
<input checked="" type="checkbox"/>	a. Floor Plans with 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		

FINAL DESIGN SUBMISSION CHECKLIST

Refer to Design Manual for Detailed Submission Requirements

Required	Item	Included	Comments
<input checked="" type="checkbox"/>	a. HVAC 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. Equipment Schedule		
	9. Electrical Drawings		
<input checked="" type="checkbox"/>	a. Lighting Plans	<input type="checkbox"/>	Include light fixture schedule
<input checked="" type="checkbox"/>	b. Power Plans	<input type="checkbox"/>	Include equipment schedule(s); Include furniture backgrounds
<input checked="" type="checkbox"/>	c. Photometric Plans	<input type="checkbox"/>	Include furniture backgrounds
<input checked="" type="checkbox"/>	d. Fire Alarm Riser Diagram	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Electrical Site Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	f. Site Lighting Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	g. Electrical Grounding Grid Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	h. Lightning Protection Plan	<input type="checkbox"/>	
	10. Information Technology and Security Drawings		
<input checked="" type="checkbox"/>	a. Floor Plans	<input type="checkbox"/>	Provide plans for all IT, Communications, and Security Systems - Include furniture backgrounds
<input checked="" type="checkbox"/>	b. Data Drop Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	c. Enlarged Floor Plans – MDF/IDF	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	d. Interior Elevations – MDF/IDF	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	e. Line Diagram(s)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	f. Riser Diagram(s)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	g. Grounding Diagram	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	h. Grounding Diagram	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	i. Enlarged Floor Plans – Instructional Areas	<input type="checkbox"/>	Include furniture backgrounds
<input checked="" type="checkbox"/>	B. Specifications	<input type="checkbox"/>	For all work included in package

FINAL DESIGN SUBMISSION CHECKLIST

Refer to Design Manual for Detailed Submission Requirements

Required	Item	Included	Comments
	C. LEED Compliance	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1. LEED Checklists	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	2. USGBC Submissions	<input type="checkbox"/>	
	F. Building Commissioning Submissions	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1. Commissioning Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	2. Commissioning Schedule Format	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3. Pre-Functional Checklist forms	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	4. Functional Performance Test Reports	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	5. Deficiency Report & Resolution Record forms	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	6. Commissioning Test Log forms	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	7. Final Commissioning Report	<input type="checkbox"/>	Format/Outline
<input checked="" type="checkbox"/>	8. Manufacturers' Start-up Checklist forms	<input type="checkbox"/>	
	G. Other Submission Requirements	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1. Supplementary Geotechnical Data	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	2. Structural Calculations	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	3. Load Calculations	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	4. Energy Modeling	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	5. HVAC Controls and Sequence of Operation	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	6. Code Analysis and Code Plans	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	7. Outdoor Noise Study and Acoustical Analysis	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	8. Environmental Submissions	<input type="checkbox"/>	Confirm project-specific requirements (if any)
<input checked="" type="checkbox"/>	9. Other	<input type="checkbox"/>	Specify based on Project Requirements