

# C34 DESIGN DEVELOPMENT PHASE DOCUMENT CHECKLIST

Project Name:
SBC No.:

Prepared By:
Date:

General Information	
<input type="checkbox"/>	Occupancy Classifications/Const. Type(s)
<input type="checkbox"/>	Life Safety Plan with fire separations/walls, egress routes, ADA accessibility
<input type="checkbox"/>	Occupant Loads
<input type="checkbox"/>	Code Analysis Sheet with GSF for each level
<input type="checkbox"/>	Drawing Set Sheet Index
<input type="checkbox"/>	Room Numbering System

Building Elevations	
<input type="checkbox"/>	Exterior Bldg. Elevations with locations of doors, operable/fixed/spandrel glazing, floor-to-floor and overall heights
<input type="checkbox"/>	Exterior Finish Materials
<input type="checkbox"/>	Exterior Cladding Systems
<input type="checkbox"/>	Exterior Lighting Locations
<input type="checkbox"/>	Roof Profile and Finish Materials
<input type="checkbox"/>	Interior Elevations of major/complex spaces
<input type="checkbox"/>	Typical Casework Elevations

Space Efficiency and Cost Analysis	
<input type="checkbox"/>	Calculated GSF, NASF, and ER
<input type="checkbox"/>	Summary of changes from Developed Design and description of causes of change
<input type="checkbox"/>	Construction Cost Estimate
<input type="checkbox"/>	Comparison of Estimate to design's GSF applied to previous Cost/GSF Estimate

Building & Wall Sections	
<input type="checkbox"/>	Bldg. Sections showing floor-to-floor heights, space relationships, mechanical plenums
<input type="checkbox"/>	Typical Exterior Wall Sections
<input type="checkbox"/>	Stair, Elevator, and Shaft Sections

Site Plans	
<input type="checkbox"/>	Site Survey of existing topography
<input type="checkbox"/>	Site Location Plan incl. parking, accessible spaces, bike racks, MEP Units, & site features
<input type="checkbox"/>	Site Grading/Drainage Plan
<input type="checkbox"/>	Site Utilities/Civil Engineering Plan
<input type="checkbox"/>	Site Landscaping Sketch Plan
<input type="checkbox"/>	Site Detail Sheets

Details	
<input type="checkbox"/>	Prelim. Significant Exterior Wall Details
<input type="checkbox"/>	Wall Types & Interior Details (plans/sections)
<input type="checkbox"/>	Window Types (exterior and interior)
<input type="checkbox"/>	Significant Structural Details
<input type="checkbox"/>	MEP Equipment Schedules
<input type="checkbox"/>	Reflected Ceiling Plan/Section Details
<input type="checkbox"/>	Specialty Wall Details (blast/dust/visual)
<input type="checkbox"/>	All Final Ref. Detail Sheets (not yet developed)

Building Floor Plans	
<input type="checkbox"/>	1/8" Floor Plans with gross dimensions, building columns, door swings & labels
<input type="checkbox"/>	1/4" Enlarged Plans
<input type="checkbox"/>	1/4" Enlarged Stair and Elevator Plans
<input type="checkbox"/>	1/8" min. Roof Plan, with roof pads/drains
<input type="checkbox"/>	Occupancy Separation/Rated Wall Plans
<input type="checkbox"/>	Utility Main and Entrance Locations
<input type="checkbox"/>	Structural Foundation/Column Plans
<input type="checkbox"/>	Structural Framing Plans with shear walls
<input type="checkbox"/>	Refined Furniture/Equipment Plans
<input type="checkbox"/>	Interior Finish Plans/Schedules
<input type="checkbox"/>	Reflected Ceiling Plans
<input type="checkbox"/>	Mechanical Single-Line Distribution Plans
<input type="checkbox"/>	Mech/Elect/Telecomm Room Layouts
<input type="checkbox"/>	Vertical Circulation, Shafts, and Chases
<input type="checkbox"/>	Electrical Power/Distribution Plans
<input type="checkbox"/>	Electrical Lighting Plans
<input type="checkbox"/>	Casework Location Plans
<input type="checkbox"/>	Lab Equipment Plans (if required)
<input type="checkbox"/>	Kitchen/Specialty Equipment Plans
<input type="checkbox"/>	A/V, Security/CCTV Equipment Plans

Project Manual	
<input type="checkbox"/>	Basis of Design Description (including MEP)
<input type="checkbox"/>	Preliminary Construction Specifications
<input type="checkbox"/>	Interior Finish Narrative Description
<input type="checkbox"/>	Soils Investigation Report
<input type="checkbox"/>	Stormwater Erosion Control Plan / Preliminary Stormwater Pollution Prevention Plan
<input type="checkbox"/>	Traffic Study & Description (if required)
<input type="checkbox"/>	Signage/Wayfinding Specifications (if required)
<input type="checkbox"/>	Lighting Levels/Acoustical Specifications
<input type="checkbox"/>	Vibration Analysis (if required)
<input type="checkbox"/>	Fume Hood/Lab Equipt. Inventory (if required)

High Performance Building Requirements	
<input type="checkbox"/>	HPBr documents required for design phase.

Other Required Coordination for Design Phase	
<input type="checkbox"/>	Commissioning coordination and documents
<input type="checkbox"/>	SFMO coordination and submittals
<input type="checkbox"/>	Plans review meeting