

# C32 SCHEMATIC DESIGN 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"/>	Comparison of Calculate ER with Bid Target
<input type="checkbox"/>	Comparative Project Cost Data
<input type="checkbox"/>	Escalation Factor Information
<input type="checkbox"/>	Cost/GSF Estimate
<input type="checkbox"/>	Probable Total Construction Cost

Building & Wall Sections	
<input type="checkbox"/>	Bldg. Sections showing floor-to-floor heights, space relationships, mechanical plenums
<input type="checkbox"/>	Preliminary 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 with parking/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"/>	Preliminary Significant Exterior Wall Details
<input type="checkbox"/>	Significant Structural Details
<input type="checkbox"/>	Preliminary MEP Equipment Schedules
<input type="checkbox"/>	Reflected Ceiling Plans for major/typical spaces
<input type="checkbox"/>	Specialty Wall Details (blast/dust/visual)

Building Floor Plans	
<input type="checkbox"/>	1/8" Floor Plans with gross dimensions, building columns, and door swings
<input type="checkbox"/>	1/8" min. Roof Plan
<input type="checkbox"/>	Occupancy Separation/Rated Wall Plans
<input type="checkbox"/>	Structural Foundation/Column Plans
<input type="checkbox"/>	Structural Framing Plans
<input type="checkbox"/>	Preliminary Furniture/Equipment Plans
<input type="checkbox"/>	Reflected Ceiling Plans, major/typical spaces
<input type="checkbox"/>	Mechanical Single-Line Distribution Plans
<input type="checkbox"/>	Vertical Circulation, Shafts, and Chases
<input type="checkbox"/>	Electrical Lighting Plans
<input type="checkbox"/>	Preliminary Lab Equipment Plans (if required)
<input type="checkbox"/>	Preliminary Kitchen/Specialty Equipment Plans

Project Manual	
<input type="checkbox"/>	Basis of Design Description
<input type="checkbox"/>	Basic Building Materials List
<input type="checkbox"/>	Outline 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 Narrative (if required)
<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"/>	Existing building walk-through
<input type="checkbox"/>	Plans review meeting