### C34  DESIGN DEVELOPMENT PHASE DOCUMENT CHECKLIST

<table>
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<tr>
<th>Project Name:</th>
<th>Prepared By:</th>
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#### General Information
- Occupancy Classifications/Const. Type(s)
- Life Safety Plan with fire separations/walls, egress routes, ADA accessibility
- Occupant Loads
- Code Analysis Sheet with GSF for each level
- Drawing Set Sheet Index
- Room Numbering System

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

#### Space Efficiency and Cost Analysis
- Calculated GSF, NASF, and ER
- Summary of changes from Developed Design and description of causes of change
- Construction Cost Estimate
- Comparison of Estimate to design's GSF applied to previous Cost/GSF Estimate

#### Building & Wall Sections
- Building Sections showing floor-to-floor heights, space relationships, mechanical plenums
- Typical Exterior Wall Sections
- Stair, Elevator, and Shaft Sections

#### Site Plans
- Site Survey of existing topography
- Site Location Plan incl. parking, accessible spaces, bike racks, MEP Units, & site features
- Site Grading/Drainage Plan
- Site Utilities/Civil Engineering Plan
- Site Landscaping Sketch Plan
- Site Detail Sheets

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

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

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

#### High Performance Building Requirements
- HPBr documents required for design phase.

#### Other Required Coordination for Design Phase
- Commissioning coordination and documents
- SFMO coordination and submittals
- Plans review meeting