

SCHEMATIC DESIGN REVIEW PACKAGE CHECKLIST

Check off each item that is included within the submitted Schematic Design Review Package. Provide a written explanation for any omissions. The following items are to be included as a minimum, respective of the project type.

COVER SHEET

- UM Project Number, Project Name, and relevant IHL or BOB project number(s)
- Source of funding
- Names, addresses and contact information of complete project team
- Date
- Submittal stage. i.e.: "Schematic Design Phase", etc.
- Scope of work narrative
- Comparison of capacities (see "Building Interior" for area comparison) to program
- List of applicable building information, to include at a minimum: Codes applicable to project
 - Occupancy
 - Construction type
 - Occupancy separation (if required)
 - Area calculations for each space, each floor, and building total
 - List of anticipated building code variance requests

SITE DESIGN

- Existing conditions including topography
- Demolition
- New and existing building outline(s)
- Site entrance
- Roads and driveways
- Parking locations
- Loading dock location
- Waste collection location
- Walkway locations
- Stairway locations
- Future expansion
- Utility requirements
- Site utilities
- Soil retention work, if needed.
- Accurate North arrow and graphic scale

LANDSCAPING

- Existing conditions including material to be protected
- Existing irrigation
- Irrigation legend
- Coordination with Landscape Services and Physical Plant Department

BUILDING INTERIOR DESIGN

- Floor Plans
 - Typical floor plans (minimum of 1/16" scale) with legends and graphic scales
 - Demolition Floor Plan(s) with wall legends
 - Life Safety Floor Plans
 - Show all required rated fire or smoke walls.
 - Show all required exits and exit widths.
 - New Construction Floor Plan(s) with wall legends
 - Provide area use identification (name) and area in square feet
 - Show all mechanical, electrical and other service closets and rooms
 - Show all circulation paths
 - Provide area tabulations compared to program requirements
 - Show flexibility for expansion and alterations
 - Provide preliminary layout of major spaces with fixed equipment
 - Show Custodial Closets with floor drains, sinks, and storage
 - Show elevator location(s)
 - Show elevator equipment room location(s)

BUILDING EXTERIOR ENVELOPE DESIGN

- Typical elevations
- Fenestration layout
- Material designations
- Overall building cross-sections
- Roof Plan layout
- Energy code requirements

STRUCTURAL SYSTEM

- Indicate structural design scheme
- Provide a written description

MECHANICAL SYSTEM

- Show all exterior equipment locations
- Show all interior mechanical equipment room locations and indicate the size of mechanical room(s)
- Show all vertical mechanical chases

PLUMBING AND PIPING SYSTEMS

- Show restroom location(s)
- Show emergency shower and eye wash locations
- Show all vertical plumbing and piping chases

FIRE PROTECTION SYSTEM

- No requirements for this submittal

ELECTRICAL – POWER DISTRIBUTION

- Exterior equipment locations
- Electric closet(s) location(s)

ELECTRICAL - LIGHTING

- No requirements for this submittal

ELECTRICAL - FIRE ALARM SYSTEM

- No requirements for this submittal

ELECTRICAL - COMMUNICATIONS, DATA, AND TECHNOLOGY (Including Voice, Data, Video, and A/V Systems)

- Frame closet locations and size
- Size and server room location of computer

SPECIFICATIONS (No requirements for this submittal)

- No requirements for this submittal

OTHER GRAPHICS

- Rendering(s), models, or other graphics as necessary to clearly present concept

COST ESTIMATE

- Preliminary construction cost estimate (system-by-system acceptable). Note - Schematic Design Phase shall not be considered completed until the Design Professional construction submits their preliminary cost estimate.
- Construction cost estimate submitted to Facilities Planning, and coordinated with the "Project Budget Sheet" issued by Facilities Planning

SUBMITTALS

- At the completion of the Schematic Design Phase, two (2) sets of The Documents shall be submitted to the Department of Facilities Planning for review.

I, _____, attest that the above minimum requirements are provided within the Schematic Design Review Package, or that an explanation has been provided.

Signature

Date

Printed Name

- END OF SCHEMATIC DESIGN PHASE REVIEW PACKAGE CHECKLIST -