



Design Development Submission Checklist

Project Number/Name:

Date:

The following items are in addition to the items required in Schematic Design. Provide explanations for omissions or not applicable items.

Confirmation		Provided (Y, N or NA)
1	Written confirmation that previous SD comments have been incorporated.	
General		Provided (Y, N or NA)
1	Names, addresses, and contact information of complete project team	
2	Date	
3	Submittal stage	
4	Codes applicable to project	
5	Scope of work narrative	
6	Space comparison to approved program	
7	Area calculations by space, floor, and total building	
8	Anticipated building code variance requests, if any	
9	Construction phasing description	
10	Plumbing count	
Life Safety		Provided (Y, N or NA)
1	Proposed construction type	
2	Occupancy Type(s)	
3	Occupancy within construction area or existing facility	
4	Wall types & ratings	
5	Floor area calculations	
6	Construction type	
7	Smoke control zones	
8	Egress plan	
9	If an Addition then provide applicable information for ex'g facility.	
10	Site plan w/ fire truck access along with FDC connections, hydrants and PIV.	
11	Are fire sprinklers required per code	
12	Knox box location	
13	Hazardous material remediation, if applicable	
Site		Provided (Y, N or NA)
1	Existing conditions including topography & utilities	
2	Distances from existing buildings	
3	Demolition plan along with what must be protected.	
4	Dimensions, elevations, adjacent streets and property lines (if applicable)	
5	Parking plan including accessible parking + routes along with space counts	
6	Site drainage	
7	Lighting plan with photometrics	
8	Site fixture types and locations (bike racks, benches, etc)	
9	Waste collection location	



10	Utility requirements for new facility + relocation of existing	
11	Hazardous material remediation	
12	Site utilities, including existing conflicts and relocations. Includes but is not limited to electrical, sanitary sewer, storm sewer, fiber optic lines, natural gas, hydronic water, etc.	
13	Soil retention work, if required	
14	Undercut/fill requirements	
15	North arrow and graphic scale	
Landscaping		Provided (Y, N or NA)
1	Planting plan	
2	Irrigation plan	
3	Sleeve location plan	
4	Ratio of trees removed to trees planted	
Building Interior		Provided (Y, N or NA)
1	All floor plans	
2	Room name and numbers as approved by PDCA Space Mgmt.	
3	Enlarged plans at elevation changes	
4	Enlarge plans at toilet rooms	
5	Reflected ceiling plans	
6	Fixed and loose seating layouts	
7	Equipment layouts	
8	Important or unique features	
9	Finish schedule	
10	Door and opening schedule	
11	Important interior elevations	
12	Mechanical rooms, electrical rooms, comm rooms, custodial, etc	
13	Interior signage	
14	Overall building cross-sections	
Building Exterior		Provided (Y, N or NA)
1	All building elevations	
2	Building sections	
3	Wal sections	
4	Parapet and coping details	
5	Roof plan	
6	Exterior door details	
7	Window schedule and details	
8	Expansion joint locations	
9	Exterior signage	
10	Review by ARB & compliance with Bulldog Architecture, if applicable	
Elevators		Provided (Y, N or NA)
1	Shaft section	
2	Description of non-proprietary equipment	



Structural		Provided (Y, N or NA)
1	Undercut/fill requirements	
2	Foundation plan	
3	Floor framing plan	
4	Member sizing	
5	Structural sections	
Fire Suppression		Provided (Y, N or NA)
1	Flow / pressure test documentation	
2	Connection to water and entry into building	
3	Location of valves	
4	UL and FM approved sprinkler head types	
5	Riser diagram	
6	Fire pump size & calculations	
7	Stand pipes	
8	Prefer no sprinklers in electrical & comm rooms - rate walls instead	
9	Horn/Voice device in lieu of bell	
10	Elevator shaft requirements	
Plumbing		Provided (Y, N or NA)
1	Water main connection location & entry	
2	Sanitary sewer connection & exit(s)	
3	Design criteria	
4	Plumbing legend	
5	Plumbing fixture schedule	
6	One-line diagrams	
7	Header diagrams	
8	Vertical plumbing chases	
Mechanical		Provided (Y, N or NA)
1	Description of systems, including redundancies, criteria, and any special zones	
2	Site hydronic pipe route & entry	
3	Load required from central plant, if applicable	
4	Exterior equipment locations	
5	Mechanical legend	
6	Energy code requirements	
7	One-line diagrams for each system	
8	Header diagrams	
9	Airflow diagrams	
10	Shaft locations	
11	Major equipment schedule	
12	Equipment locations	
13	Conceptual control diagrams and sequence of operations	



Electrical		Provided (Y, N or NA)
	<u>Power Distribution</u>	
1	Site power plan showing service route. Include vaults, switches, etc.	
2	One line diagram	
3	Electric legend	
4	Normal and emergency power riser diagrams	
5	Emergency generator location, layout and type	
6	List of equipment on emergency power	
7	Equipment layout	
8	Receptacle layout	
9	Panel locations and schedules	
10	Load estimates	
11	temporary power plan for construction	
	<u>Lighting</u>	
12	Lighting plans	
13	Switch layout	
14	Exit signs	
15	Fixture schedule with types	
16	Light level calculations	
17	Lighting controls system (interior & exterior)	
18	Energy code requirements	
Fire Alarm		Provided (Y, N or NA)
1	Panel locations	
2	Riser diagram	
3	Zones	
4	Device locations - confirm locations above & beyond code Standards	
5	If a renovation or existing, is the existing system affected or expanded	
6	Cellular dialer on panels	
ITS / AV		Provided (Y, N or NA)
1	Service into the building	
2	MDF and IDF comm rooms	
3	cable tray locations	
4	One line diagrams	
5	Conduit plans	
6	MSU standards for AV	
7	MSU standards for IT	
8	Description of AV systems	
9	Equipment locations	



Security & Access Control		Provided (Y, N or NA)
1	Matrix showing responsibility	
2	System descriptions	
3	Riser diagrams	
4	Equipment locations	
5	Coordination with Door Hardware schedule	
6	Card access details	
7	Equipment locations	
8	Description of AV systems	
9	Equipment locations	
Specifications		Provided (Y, N or NA)
1	Specification outline with brief descriptions of finishes, construction systems, MEPF systems, unusual or unique features.	
2	Door hardware schedule that has been coordinated with campus security	
Cost		Provided (Y, N or NA)
1	Updated construction estimate. Clarify any allowances, assumptions or exceptions.	
2	Total project cost estimate that includes all soft costs, FFE, etc.	
Submission		Provided (Y, N or NA)
1	Digital Only. Bound PDF with bookmarks and internal links.	