

Schematic Design Submission Checklist

Project Number/Name:

Date:

Cover Sheet		Provided (Y, N or NA)
1	Names, addresses, and contact information of complete project team	
2	Date	
3	Submittal stage	
4	Scope of work narrative	
5	Space comparison to approved program	
6	Codes applicable to project	
7	Occupancy	
8	Construction type	
9	Occupancy separation	
10	Area calculations by space, floor, and total building	
11	Anticipated building code variance requests, if any	
Site		Provided (Y, N or NA)
1	Existing conditions including topography & utilities	
2	Demolition	
3	New and existing building outlines	
4	Site entrance	
5	Roads and driveways	
6	Parking locations	
7	Loading dock location	
8	Waste collection location	
9	Walkway locations, include accessible routes	
10	Stairway locations	
11	Future expansion	
12	Utility requirements for new facility	
13	Site utilities, including existing conflicts and relocations	
14	Soil retention work, if required	
15	North arrow and graphic scale	
Landscaping		Provided (Y, N or NA)
n/a		
Building Interior		Provided (Y, N or NA)
1	Typical floor plans with legends and scale	
2	Demolition floor plans	
3	Life safety floor plans	
4	Rated fire/smoke walls	
5	Exits and exit widths	
6	Area identification and square footage	
7	Mechanical/electrical service rooms	
8	Circulation paths	

- 9 Area tabulations vs program
- 10 Flexibility for expansion
- 11 Major spaces with fixed equipment
- 12 Custodial closets
- 13 Elevator locations
- 14 Elevator equipment rooms
- 15 Typical elevations
- 16 Fenestration layout
- 17 Material designations
- 18 Overall building cross-sections
- 19 Roof plan layout
- 20 Energy code requirements

Structural		Provided (Y, N or NA)
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- 1 Structural design scheme description

Plumbing		Provided (Y, N or NA)
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- 1 Restroom locations
- 2 Emergency shower and eyewash locations
- 3 Vertical plumbing chases

Mechanical		Provided (Y, N or NA)
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- 1 Exterior equipment locations
- 2 Mechanical equipment room locations and sizes
- 3 Vertical mechanical chases

Electrical / Comm		Provided (Y, N or NA)
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- 1 Exterior equipment locations
- 2 Electrical closet locations
- 3 Communication closet locations

Other Graphics		Provided (Y, N or NA)
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- 1 Renderings, models, or presentation graphics

Cost		Provided (Y, N or NA)
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- 1 Preliminary construction cost estimate
- 2 Cost estimate coordinated with Project Budget Sheet for total cost.

Submittals		Provided (Y, N or NA)
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- 1 Digital Only. Bound PDF with bookmarks and internal links.