SCHEMATIC DESIGN REVIEW PACKAGE CHECKLIST

Check off each item that is included within the submitted Schematic Design checklist. Provide a written explanation for any omissions.

CIVIL
☐ Design Narrative – Scope & Character of Civil Site Development
  ☐ Design Parameters
  ☐ Flood Plan Elevations
  ☐ Site Grading
  ☐ Drainage Concepts
  ☐ Storm Water Management
  ☐ Availability of and Connection to Site Utilities
  ☐ Proposed Roads
  ☐ Parking
  ☐ Pedestrian Walks

☐ Owner’s Geotechnical Report
☐ Owner’s Survey
☐ Verify Survey & Existing Conditions Information Provided by the University is Sufficient
☐ Schematic Site Plan
  ☐ Reflect Campus Master Plan and Program Requirements
  ☐ Identify Site Features with a Focus on Hardscape, Including Roads, Sidewalks and Parking
  ☐ Include Preliminary Site Grading
  ☐ Include Preliminary Storm Water Management and Detention Plan
  ☐ Verify Site Utilities; Include Underground Utilities Plan
  ☐ Coordinate Site Plan with Architect, Landscape Architect and MEP/FP Engineers

☐ Proposed Variances, if any, Identified and Submitted
☐ Cost Estimate of Site Work

LANDSCAPE
☐ Design Narrative – Scope & Character of Landscape Development, both Hardscape & Softscape
☐ Verify Survey and Existing Conditions Information Provided by the University is Sufficient
☐ Schematic Site Plan
  ☐ Reflect Campus Master Plan and Facility Program Requirements
  ☐ Show Areas Proposed to be Planted & Irrigated
  ☐ Show Location of Water Source for Irrigation
  ☐ Include Major Space Defining Elements Such as, Trees, Walls, Fences, etc. to Convey Overall Site Design Concept
  ☐ Include Vehicular and Pedestrian Circulation
  ☐ Coordinate Site Plan with Architect and Civil Engineer
☐ Tree Protection Plan
Identify Trees to be Protected
Provide Preliminary Tree Mitigation Spreadsheet Showing Caliper Inches to be Removed and Caliper Inches to be Planted
Proposed Variances, if any, Identified and Submitted

STRUCTURE
Design Narrative
- Determine Structural System
- Summarize Evaluation of Alternative Systems
- Provide Descriptive Information Sufficient for Schematic Design Pricing

Plans
- Foundation Defined; Unique Foundation Conditions Addressed
- Columns Sized and Located; Lateral Design Defined
- Major Slab Openings on Typical Floors Shown
- Major Beams and Spandrel Beams Sized

Outline Specification
- Brief Descriptions of Proposed Systems and Material in CSI Master Format
Proposed Variances, if any, Identified and Submitted

ARCHITECTURE + INTERIORS
General Drawings
- Building Code Analysis – IBC, NFPA 101 and TAS/ADA
- Partition Types – Representative Partition Types and Acoustical Ratings Defined
- Space (SF) Analysis by Room, by Floor Level and by Overall Project – Assignable & Gross with Efficiency Calculations

Site Plan
- Schematic Project Location with Building Foot
- Adjacent Structures
- Access (Pedestrian, Vehicular and Fire)
- Proposed Site Improvements

Floor Plans
- Room Layouts with Room Names, Proposed Room Number and ASF
- Enlarge Plans of Selected, Critical Areas, as Defined by Owner
- UH Required Non-ASF Spaces Properly Sized and Located
- Typical Elevator and Stair Plans with Preliminary Sections
- Renovation Projects to Include Plans of Existing Building, Building Structural System and Areas Requiring Demolition

Roof Plan (Final Agreed Scheme)
Exterior Elevations (Final Agreed Scheme)
- Building Profile Section Showing Floor to Floor Elevation
- Ground Floor Elevation to Mean Sea Level (MSL) and 500-Year Flood Plain Elevation
- Primary Materials Identified
- Primary Building Elevation and Other Significant Facades
Facilities Planning & Construction

FPC DESIGN REVIEW CHECKLIST

- Sections
  - At Least Two Building Sections Showing Floor-to-Floor Dimensions
  - Representative Wall Sections Showing Typical Construction
- Renderings and Models
  - Two Perspective Renderings
  - A Physical Model, if Authorized by Owner
- Outline Specifications
  - Brief Project Description and Narrative Descriptions of Proposed Component Systems, Materials and Equipment in CSI Master Format
- LEED Checklist
  - Annotated Checklist to Identify Status of Each Credit and Parties Responsible for Compliance. Required for All Projects, both “Design and Certify to LEED” and “Design to LEED”
- Third Party Cost Estimate
  - Opinion of Probable Construction Costs Based on (at a minimum) Square Footage Costs for Building Spaces and Systems (Typical for Building Type and Project Location)
  - CSI Master Format or Uniformat Assemblies Approach
- Proposed Variances, if any, Identified and Submitted

FURNITURE
- Engagement of FP&C Furniture Planner

ELEVATORS
- Typical Elevator Plans with Preliminary Sections
- Outline Specifications or Design Narrative in Compliance with UH Division 14 Master Specs; No Machine-less Products
- Proposed Variances, if any, Identified and Submitted

FIRE PROTECTION
- Design Narrative Describing Requirements for Fire Protection and Identifying State Fire Marshal Codes and Standards and Current UH Master Specifications
- Overall Fire Protection Site Plan, Including Hydrants and Connections

MECHANICAL
- Design Narrative Outlining Project Design Parameters (Indoor and Outdoor Conditions)
- Compliance with Energy Codes and UH Specifications
- Description of Energy Conservation and LEED Strategies
- Define Space Ventilation Requirements
- Preliminary Site Plan Indicating Source of Utility Service
- Describe Water-Side or Air-Side HVAC System Design
- Design of Special Systems (if any)
- Preliminary Site Plan Showing Source of Utility Services
Proposed Variances, if any, Identified and Submitted

**ELECTRICAL**
- Design Narrative Outlining Project Design Parameters and Preliminary Electrical Load Analysis
- Preliminary Site Plan Showing Source and Voltage of Electrical Service
- Preliminary Single Line Diagram
- Compliance with Energy Codes and UH Specifications
- Description of Energy Conservation and LEED Strategies
- Description of Fire Alarm System and Required Coordination with Security, Communications and Control Systems
- Description of any Special Systems (if any)
- Proposed Variances, if any, Identified and Submitted

**PLUMBING**
- Design Narrative Outlining Project Parameters
- Compliance with Codes and UH Specifications
- Description of Water Conservation and LEED Strategies
- Site Plan Identifying Source(s) of Utility Services
- Proposed Variances, if any, Identified and Submitted

**BUILDING MANAGEMENT SYSTEMS**
- Proposed Variances, if any, Identified and Submitted

**TELECOM-IT**
- BDF and IDF Rooms Located, Stacked and Sized per UH Standards
- Telecom Site Plan Showing Location of IT Service
- Design Narrative Describing Communications Systems and Data Network
- Proposed Variances, if any, Identified and Submitted

**AUDIO VISUAL**
- AV Closets Located and Sized
- Design Narrative Identifying AV Systems and Products
- Proposed Variances, if any, Identified and Submitted

**SECURITY**
- EAC/Security Closets Located and Sized
- Design Narrative Identifying Camera and Emergency Call Box Products
- Proposed Variances, if any, Identified and Submitted
ELECTRONIC ACCESS CONTROL

☐ EAC/Security Closets Located and Sized
☐ Design Narrative Describing Access Control System, Functions and Products

I confirm that the above minimum requirements are provided within the Schematic Review Package, or that I have provided an explanation for any omissions.

____________________________________  _______________________
Signature                                           Date

__________________________________________________
Printed Name

- END OF SCHEMATIC DESIGN REVIEW PACKAGE CHECKLIST -