

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

- 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 Unifomat 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

- Design Narrative Describing the Building Management System, Including Temperature Controls, Energy Management, Reporting Systems and Energy Conservation Strategies
- 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 -