

PROJECT DELIVERABLES CHECKLISTS

GENERAL INFORMATION

- 1.1 The following is a checklist to be used as a guide for deliverables for the Schematic Design phase.
- 1.2 Schematic Design deliverables shall consist of drawings, narrative, reports, analysis, models and renderings, etc. that are deemed appropriate and necessary to properly convey the scope of the proposed work along with existing conditions. Appropriate level of design and documentation will allow for the expeditious review and acceptance of the Schematic Design phase, by all project stakeholders.
- 1.3 Schematic Design Phase Work may be based on a Feasibility Study, or it may commence if determined by CUF that a Feasibility Study is/was not required.

DESIGN REQUIREMENTS

- 2.1 All drawings shall have the appropriate title block that complies with CUF and the Department of Building guidelines and include the Columbia University Facilities Logo. Title block shall contain name of the project, name of the building, floor, date, scale, consultants and sub-consultants at minimum.
- 2.2 Orient all plans with north to the top of the page .
- 2.3 Drawings shall be 24"x36" maximum as a standard document size. 11 x 17 and 8 ½ x 11 minimum size drawings shall be used if appropriate to the scale and scope of the work at the SD level.
- 2.4 Hardcopy submittals shall be provided at adequate size so that all notes are readable.
- 2.5 Scale of drawings shall be no less than 1/16" and preferable no less than 1/8" scale UON.
- 2.6 Drawing numbering shall be reviewed at start of the project.
- 2.7 Schematic Design Checklist
The following checklist is a comprehensive list for the schematic design phase work. Certain requirements may be waived as is appropriate to the size and scale of project. This shall be determined by the Project Manager at the kickoff meeting.

END OF SECTION

SCHEMATIC DESIGN CHECKLIST

R = required

GENERAL

R	Basis of Design Report (see Section 00 00 14).
R	Preliminary equipment and furnishings lists
R	Outline Specification following CSI format

ARCHITECTURAL

R	Title Sheet a. Drawing list b. Columbia University Logo and Facilities information c. Project name, building name, and floor location with general notation of work type d. Provide with site location information for small projects not requiring full site plan, including Campus Plan. (refer to 1.2-1.5) e. Building Department notes including special inspections
----------	---

Projects impacting a building's size or footprint shall include a detailed site plan (1.2-1.5)

	Site Location Plan Showing site relative to city center, major landmarks, major parking facilities, major roads, mass transit links, etc.
	Existing Site Plan/Campus Plan (at least one block around site) describing: a. Site boundaries, approximate topography, existing buildings, setbacks and easements. b. Climatic conditions including path of sun. c. Location of on-site and off-site utilities. d. Natural landscape features. e. Utilities requirements (type, estimated load, proposed routing and connections. - Electric (normal) Gas - Electric (standby) Storm piping sanitary - Electric (emergency) Chilled water - Fire Protection Condensate - Telecommunications Air - Steam Fuel storage tanks - Storm water detention Water storage tanks f. Pedestrian and vehicular circulation (include the direction of traffic on adjoining streets)
	Proposed Site Plan

	Showing at minimum the following, and existing conditions as required per 1.3): a. Building location and massing. b. Building expansion/phasing, if applicable. c. General landscape design approach. d. Site circulation, parking, service areas and all pavements. (as available and when required) e. When filing for PRELIMINARY SITE PLAN APPROVAL, conform to all additional local submission requirements.
R	Floor Plans, demolition plans, and reflected ceiling plans, showing at minimum a. Entrances, lobbies, corridors, stairways, elevators, work areas, special spaces and service spaces (with the principal spaces labeled). b. Overall dimensions and dimensions for critical clearances. c. Proposed removals and scope of work d. Reflected ceiling plans showing proposed removals, of all existing equipment and lighting, and proposed scope of work. e. Demolitions notes, General Construction Notes and Scope Notes f. Accessible path of travel diagram, including building entry, restrooms, drinking fountains and telephones. g. Egress plan h. Room numbering plan and proposed space use (follow FICM Guidelines). i. Equipment plan
	Elevations of major building façades, showing fenestration and major exterior materials.
R	Building Sections (as necessary), showing floor-to-floor and other critical dimensions.
R	Interior elevation sections showing existing construction, floor to floor, profile structural members, major utility services, fenestrations, etc.
R	Photographs of existing conditions and context.
	Massing Model of the architectural design scheme on a common base, without fenestration, and/or renderings.
	Perspectives and other design aids to express clearly the design intent
	Marketing and communications materials to assist in the fundraising effort.
	Roof plan and details(when required); minimum 1/16" scale
	Plans of special floors with related work

SITE PLANNING AND ENGINEERING (as required)

	Site Layout Plan showing roads, walks, parking and other paved areas, handicapped access route from parking and from public street to main entrance.
	Grading and Drainage Plan showing site grading and storm drainage inlets, including storm water detention features.
	Site Utilities Plan showing sizes and locations of all required utility connections.

STRUCTURAL (as required to show existing and proposed conditions)

	Preliminary Foundation Plan
	Preliminary Framing Plans for all floors and roof Description of potential framing systems, with recommendation supporting chosen scheme. Indicate any affect on existing structural components. In buildings with sensitive equipment incorporate vibration analysis.
	Description of seismic design requirements. (as required)
	Code Analysis (structural) including: a. List of applicable codes with code dates. b. Building classification. c. Identification of seismic zone, wind speed, etc. d. Identification of special requirements, such as high-rise. e. Identification of unusual local code requirements.

MECHANICAL: HVAC

R	Preliminary Plans a. Show mechanical room and equipment location, size and space requirements for all mechanical equipment and existing system tie-ins, including approximate sizes of fans, pumps, compressors, heat exchangers, etc. based on available information. b. Show shaft locations and approximate sizes with supply, return, fresh air, and exhaust ductwork and piping. c. Provide system single line diagram demonstrating design intent.
----------	--

PLUMBING

R	Preliminary plans of toilet room / pantry / lab service locations and layouts including those closest to the area of work when work is a renovation (these may be a floor above or below area of work scope)
----------	--

FIRE PROTECTION

R	Preliminary plans of fire protection (FP) sprinkler layout, sizes, riser, run and existing tie in locations.
----------	--

ELECTRICAL

R	Preliminary Plans showing a. Location, size and space requirements for all electrical equipment. b. Main electrical feed(s) c. Panel and subpanel locations d. Lighting layout (RCP) including type count and circuiting e. Fire alarm system components and connection point f. Proposed emergency and standby power loads, connection point and capacity
----------	---

	analysis
--	----------

TELECOMMUNICATIONS AND DATA

R	Existing and proposed plans of telecommunications devices, connection points and termination locations, including tele/data closets, and pathways, and wireless locations
----------	---