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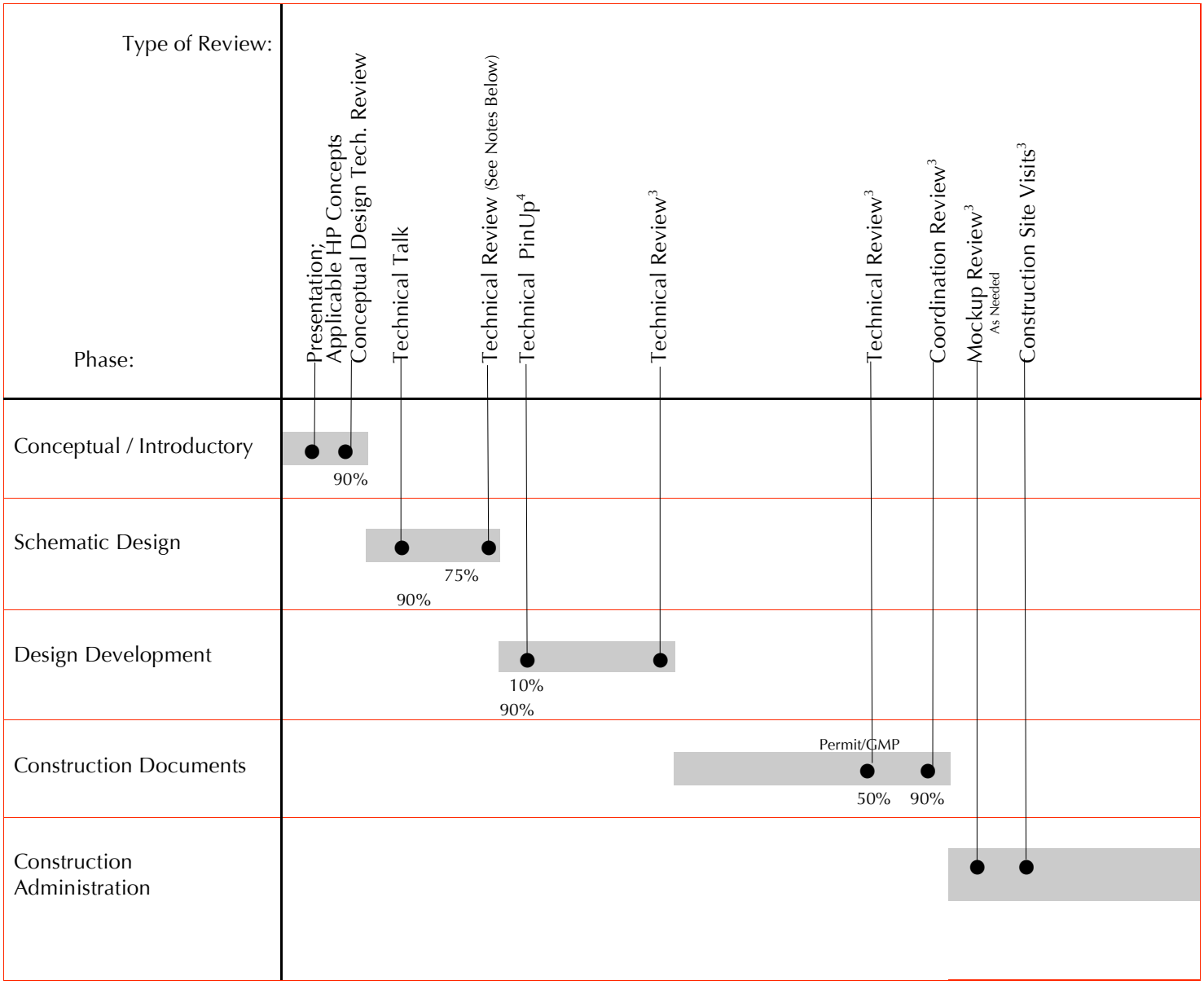
MEMORANDUM

Date: _____, 2005
To: _____ VIA: _____
From: Richard Keleher
Subject: _____



/rjk

Review Checklists by Phase

Project Name: _____

Phase: _____Date: _____

Submitted By (project manager): _____
(signature)

For **All Phases**

- Submit
  - ◻ Brief project description
  - ◻ Drawings (half-size set preferred)
  - ◻ Specifications, when available

  In addition to the following specific requirements:

90% **Schematic Design**

- Submit
  - ◻ Code Analysis & Report
  - ◻ Energy Analysis (with Software, if appropriate)
- Project Manager to Review Submission Relative To:
  - ◻ Program and Owner's Requirements
  - ◻ Access Regulations (site & floor plan issues, etc.)
  - ◻ Energy Code
  - ◻ Conformance to zoning reg's (setbacks, etc.)
  - ◻ _____
  - ◻ _____

Technical Pin-Up (10% Design Development)

- Bring
  - ◻ Schematic Design Documents with comments
  - ◻ Updates to Code Report & Energy Analysis
  - ◻ Diagrams and Reports from Consultants
  - ◻ If unusual Envelope; Moisture Analysis
  - ◻ Cartoon Set
- Review
  - ◻ Envelope Design & Other Technical Issues
  - ◻ Technical Staffing of the Team
  - ◻ See separate **Agenda**

90% **Design Development**

- Submit
  - ◻ This Form, checked and signed
  - ◻ Schematic Design Documents with comments
  - ◻ Updates to Code Report & Energy Analysis
  - ◻ Diagrams and Reports from Consultants
  - ◻ If unusual Envelope; Moisture Analysis
  - ◻ Cartoon Set, updated
- Drawings to include:
  - ◻ Coursing Diagram unless on wall sections
  - ◻ Wall Sections (continuous insulation & air barrier)
  - ◻ Large Scale Typical Details (exterior, etc.)
  - ◻ Critical dimensions
  - ◻ _____
  - ◻ _____

90% **Permit Set** (if applicable)

- Submit
  - ◻ This Form, checked and signed
  - ◻ Design Development Documents w/ comments
  - ◻ Updates to Code Report & Energy Analysis
- Drawings to include (in addition to previous info.):
  - ◻ Code Information Plans and Section(s)
  - ◻ _____
  - ◻ _____

50% **Construction Documents**
(90% **GMP Set**, if applicable)

- Submit
  - ◻ This Form, checked and signed
  - ◻ Design Development / Permit Set with comments
  - ◻ Cartoon Set, updated
- Drawings to include (in addition to previous info.):
  - ◻ Continuity of insulation & air barrier-all details
  - ◻ Joints: control, expansion, & seismic
  - ◻ Dimensions
- Project Manager to Review Submission Versus:
  - ◻ For GMP: Scope Info on Drawings and in Specs
  - ◻ _____
  - ◻ _____

90% **Construction Documents**
Allow one hour of review for a coordination review of each drawing and sufficient time to incorporate revisions before documents are to be issued.

- Submit
  - ◻ This Form, checked and signed
  - ◻ Design Dev. / Permit / GMP Set with comments
  - ◻ Updates to Code Report & Energy Analysis
  - ◻ Cartoon Set
- Drawings are to be **complete**
- Project Manager to Review Submission Versus Applicable Criteria, especially:
  - ◻ Cross-referencing (keying)
  - ◻ Coordination between disciplines:
  - ◻ Slab edges, floor & wall openings, & shafts
  - ◻ _____
  - ◻ _____
  - ◻ _____
  - ◻ _____
  - ◻ _____
  - ◻ _____
  - ◻ _____