Include the following information on the preliminary project drawings. See DCSM sections 2.4 and 2.6 for additional details on drawings.

**Instructions**:

Indicate your response to each item in the checklist. Select ‘Yes’ if the checklist item has been completed in full. Select ‘No’ or ‘N/A’ if that item is not included or not required for the specific project. Explain why that item has not been included in the submittal.

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| **RESPONSE** | **REQUIREMENTS** |
|  | **Floor Plans** |
| Choose an item. | Provide one plan sheet showing each floor. |
| Choose an item. | Provide plans of each floor (scale: ⅛" = 1'-0" minimum). |
| Choose an item. | Provide overall dimensions. |
| Choose an item. | Include room or space names and numbers as provided by Virginia Tech. |
| Choose an item. | If the work is an addition, show relationship of new work to existing spaces. |
| Choose an item. | Graphically distinguish new work from existing construction. |
| Choose an item. | Identify openings, entrances, and delivery areas. Include door numbers. |
| Choose an item. | Identify Accessible routes, Accessible building entrances, and Areas of Refuge. |
| Choose an item. | Provide calculations to support the indicated design occupant load on a use and function and floor by floor basis. Include the design occupant load for the function of each room and space in accord with the VUSBC. |
| Choose an item. | Show plan scale and north arrow. |
|  | **Roof Plans** |
| Choose an item. | Show existing and proposed roof drains. |
| Choose an item. | Indicate means of secondary (emergency) roof drainage. |
| Choose an item. | Indicate direction of roof slope with arrows from high to low at ¼" per 1'-0" minimum to drains (unless waived for reroofing). |
| Choose an item. | Show locations of existing and new rooftop equipment. |
| Choose an item. | Show roof penetrations and structures. |
| Choose an item. | Indicate locations of expansion joints. |
| Choose an item. | Show access to roof and guards. |
| Choose an item. | Identify materials of existing roofs and new roofs. |
| Choose an item. | Indicate fall protection equipment. |
|  | **Building Cross Sections (Transverse and Longitudinal)** |
| Choose an item. | Provide building cross sections (scale: 1/16" = 1'-0" minimum). |
| Choose an item. | Provide at least one longitudinal and one transverse section. |
| Choose an item. | Indicate floor elevations. |
| Choose an item. | Indicate finished floor elevations. Provide overall and floor-to-floor dimensions. |
| Choose an item. | Indicate ceilings in relation to floors. |
| Choose an item. | Provide method and extent of insulation of exterior envelope. |
| Choose an item. | Identify the continuity of the fire-resistive construction both horizontally and vertically. Include the hourly rating of the supporting structure to the ground. |
|  | **Exterior Elevations** |
| Choose an item. | Provide proposed materials for the foundations, walls, and roofs. |
| Choose an item. | Provide exterior elevations (scale: ⅛" = 1'-0" minimum). |
| Choose an item. | Identify all openings including windows, doors, louvers, and vents. Include operable notations for windows. |
| Choose an item. | Provide percentage of glass vs. gross wall area (per elevation and/or exposure). |
| Choose an item. | Provide finished floor elevations and floor-to-floor dimensions. |
| Choose an item. | Identify all major finishes. |
| Choose an item. | Show stairs, ramps, and railings. |
| Choose an item. | Show rooftop equipment and structures. |
| Choose an item. | Show expansion and control joints. |
| Choose an item. | Indicate grade at the face of the building wall. |
| Choose an item. | Indicate subsurface construction (dotted in). |
| Choose an item. | Distinguish new work from existing construction. |
|  | **Wall Sections and Enlarged Plans/Details** |
| Choose an item. | Provide wall sections (scale: ¾" = 1'-0" minimum). |
| Choose an item. | Provide one section for each type of wall construction. |
| Choose an item. | Identify materials and components. |
| Choose an item. | Identify insulation type including R-value. |
| Choose an item. | Identify air barrier and moisture barrier. |
|  | **Finish Schedule** |
| Choose an item. | Provide finish schedule. The finish schedule may be included in the Basis of Design narrative or on the drawing. |
| Choose an item. | Indicate proposed finishes for all spaces. Note those existing finishes to remain. |
| Choose an item. | Give ceiling heights of interior spaces. |