The checklists required for the schematic phase of design are listed below. Include all checklists in the design submittal unless the VT PM indicates differently.

Use the checkboxes in this list to indicate which checklists have been completed for the design phase. Include a completed version of this master list with the design submittal.

Include schematic narrative checklist information in the phase submittal. See DCSM sections 2.1 and 2.5 for additional details on the narrative.

Include schematic drawing checklist information with the project drawings. See DCSM sections 2.4 and 2.5 for additional details on drawings.

Complete the package checklists electronically and indicate yes, no, or N/A for each item. Be prepared to explain responses if questioned by the VT PM or UBO.

|  |  |  |  |
| --- | --- | --- | --- |
| Schematic narrative checklists: | | Schematic drawing checklists: | |
|  | General Requirements |  | Submittal Requirements |
|  | Civil |  | Title Sheets and Building Code Data |
|  | Architectural |  | Site and Civil Plan |
|  | Structural |  | Architectural |
|  | Mechanical |  | Landscape Architectural |
|  | Fire Systems |  | Fire Systems |