For structural drawings, the plans, details and specifications shall completely define the structural system and special conditions for the project. Include the following items on the project drawings. See DCSM sections 2.4 and 2.7 for additional details on drawings. See DCSM sections 2.7.5.5 and 5.15.5.1 for additional information on acoustical tile ceilings.

**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.

| **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 all openings, entrances, and delivery areas. Include door numbers. |
| Choose an item. | Identify the construction materials or systems for floors and walls. |
| Choose an item. | Provide interior and exterior dimensions as needed to demonstrate Accessibility. |
| Choose an item. | Identify all Accessible routes, Accessible building entrances, and Areas of Refuge. |
| Choose an item. | Include a signage package that complies with VT Interior Signage Standards Manual. |
| 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. |
| Choose an item. | Indicate demolition on the architectural plans or separate plans. |
| Choose an item. | Provide full dimensions of all spaces and components of the design. |
| Choose an item. | Add interior elevations for primary common spaces such as lobbies, atria, and rooms with casework, tile, accessories, and special build-ins or similar conditions that require extra attention. |
| Choose an item. | Indicate locations of expansion joints. |
|  | Reflected Ceiling Plans |
| Choose an item. | Show ceiling tile/grid layout and ceiling height(s). |
| Choose an item. | Show lighting fixture locations. |
| Choose an item. | Show sprinkler head locations. |
| Choose an item. | Show HVAC diffuser and grille locations. |
| Choose an item. | Show clouds, coffers, drop soffits, and changes in height or materials. |
| Choose an item. | Indicate locations of expansion joints. |
|  | Roof Plans |
| Choose an item. | Indicate 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, high to low using scale of ¼" per 1'-0" minimum to drains (unless waived for reroofing). |
| Choose an item. | Show crickets in low slope roofs. |
| Choose an item. | Show locations of existing and new rooftop equipment. Confirm that all equipment and connections have a minimum clearance of 2 ft. from the surface of the roof. |
| Choose an item. | Show walk pads to and around 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. | Provide the thermal insulation R-value. |
| Choose an item. | Provide full dimensions. |
| Choose an item. | Show typical roofing section. Identify materials. |
| Choose an item. | Show edge and transition details. |
| Choose an item. | Provide flashing details at all penetrations. |
|  | Exterior Elevations |
| Choose an item. | Provide plans of exterior elevations at ⅛" = 1'-0" scale at a minimum. |
| Choose an item. | Identify all openings including windows, doors, louvers, and vents. Include operable notations for windows. |
| Choose an item. | Indicate 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 all stairs, ramps, and railings. |
| Choose an item. | Identify all rooftop equipment and structures. |
| Choose an item. | Identify locations of expansion and control joints. |
| Choose an item. | Indicate the grade at the face of the building wall. |
| Choose an item. | Provide overall building height dimensions from finished grade at face of building wall. |
| Choose an item. | Show subsurface construction (dotted in). |
| Choose an item. | Distinguish new work from existing construction. |
|  | Building Cross Sections (Transverse and Longitudinal) |
| Choose an item. | Provide plans of building cross sections at 1/16" = 1'-0" scale at a minimum. |
| Choose an item. | At a minimum, show 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. | Indicate 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. |
|  | Wall Sections and Enlarged Plans/Details |
| Choose an item. | Provide plans for wall sections with a ¾" = 1'-0" scale at a minimum. Provide enlarged plans with a ¼" = 1'-0" scale at a minimum. |
| Choose an item. | Show one section for each type of wall construction with full notations and dimensions. |
| Choose an item. | Identify all materials and components. |
| Choose an item. | Identify the insulation type including R-value. |
| Choose an item. | Identify air barriers and moisture barriers with details at transitions. |
| Choose an item. | Provide enlarged details as required including at window heads, window sills, door heads, transitions between materials, cornices, and parapet walls. |
| Choose an item. | Provide enlarged partial floor plans for each stair and elevator at each floor. At a minimum, provide one section with dimensions and details for each stair and elevator configuration. |
| Choose an item. | Provide enlarged partial floor plans for each toilet room configuration with full dimensions. Include the identification of accessible fixtures. |
|  | Finish Schedule |
| Choose an item. | Show finishes for all spaces. Note any existing finishes to remain. |
| Choose an item. | Show ceiling heights of interior spaces. |
| Choose an item. | Clarify finishes, textures, colors, etc., required to be provided by the Contractor. |
|  | Door Schedule |
| Choose an item. | Indicate size and material for each door and door frame. |
| Choose an item. | Indicate glazing size and material for each door and frame. |
| Choose an item. | Indicate fire-resistance rating for each door and frame. |
| Choose an item. | Cross reference a specified hardware set for each door assembly. |
| Choose an item. | Provide door type elevations, frame details, head details, threshold details, and access control details. |
|  | Ceramic Tile, Quarry Tile, and Paver Tile |
| Choose an item. | Indicate rooms, areas, or spaces that are to be tiled such as floors, walls, wainscots, shower rooms and compartments. Provide heights for wainscots. Show sink, vanity, or work table tops and splash backs in the finish schedule. |
| Choose an item. | Detail bases, thresholds, and treatment at windows, doors and trimmed openings. Include sills and vertical returns back to window or door frames. |
| Choose an item. | Indicate spaces which require cleavage membrane or membrane waterproofing. |
| Choose an item. | Where a mortar bed is required, and where it is desired that surface of tiled floor be flush with adjacent floor, indicate depressed structural slab or sub-floor. |
| Choose an item. | Provide a schedule showing tile types, sizes, patterns, trim, and built-in tile accessories required for each room or space. Identify type of trim shape by the designations of ANSI A137.1. |
| Choose an item. | Specify required sizes. |
| Choose an item. | Confirm that slope of floors to drain is 2% or less. |
| Choose an item. | Provide details and locations of expansion and control joints in tile walls or floors. |
| Choose an item. | Indicate treatment at tile recesses for radiators, convectors, drinking fountains, lighting fixtures, and other recessed items. |
| Choose an item. | Indicate locations where concrete walls or partitions, or masonry walls are to be furred to receive ceramic wall tile. |
|  | Acoustical Treatment |
| Choose an item. | Show the locations of acoustical tile ceiling (ATC) systems. If more than one type of system is used, key each system to locations on the reflected ceiling plan or the finish schedule using symbols ATC-1, ATC-2, etc. |
| Choose an item. | On the reflected ceiling plan, show the arrangement of panels, light fixtures, diffusers, other penetrations and exposed suspension grids when used. Confirm that these items have been coordinated with Engineering Operations and VTES. |
| Choose an item. | Show maximum spacing of suspension members for concealed grid suspension systems. |
| Choose an item. | Indicate location and material of fire stops above suspended ceilings. |
| Choose an item. | Show locations of systems required to have ceiling sound transmission class (STC), fire-endurance ratings, or both. |
| Choose an item. | Provide details of special or patterned panels if that is necessary to describe the panels adequately. |
|  | Resilient Tile Flooring |
| Choose an item. | Provide type, location, and layout pattern of floor tile. |
| Choose an item. | Provide type and location of base, stair treads, edge strips, and joints between resilient and other types of flooring. |
| Choose an item. | Provide manufacturer’s name and number. Note on drawings or in specs: “Colors listed are for color identification purposes only. Listing is not intended to limit selection of equivalent textures and colors from other manufacturers.” |
|  | Painting |
| Choose an item. | Include project documentation such as details, sections, elevations, and schedules which indicate the type and extent of work. Do not cite specific quantities of work in the specification. |
| Choose an item. | Confirm that work has been coordinated between the drawings and the specifications. |
| Choose an item. | Confirm that work has been coordinated and includes re-puttying and re-glazing. |
| Choose an item. | Confirm that work has been coordinated and includes resealing of existing exterior joints. |
| Choose an item. | Confirm that work has been coordinated and includes removal of existing coatings. |
| Choose an item. | Confirm that the potential for lead paint and asbestos has been investigated and addressed on renovation projects. |
| Choose an item. | Confirm that the finish schedule has been coordinated with this specifications section. |
| Choose an item. | Confirm that types of paint are compatible with materials being painted. |
| Choose an item. | Confirm that the number of coats of paint are shown in schedule or specified. |
| Choose an item. | Confirm that specifications establish the level of workmanship required for painting. |
|  | Toilet and Bath Accessories |
| Choose an item. | Confirm that toilet and bath accessories checklist information has been included on the toilet room plans and elevations. |
| Choose an item. | Indicate mounting heights required above finished floor to comply with the ADA Standards for Accessible Design, latest edition, where fixtures or accessories are required to be accessible. |
| Choose an item. | Show locations of all fixtures, partitions, and accessories including plan and elevation dimensions. |
| Choose an item. | Provide number of accessories required. |
| Choose an item. | Indicate clearances as required to comply with the ADA Standards for Accessible Design, latest edition. |