Include the following information with the project drawings. See DCSM sections 2.4 and 2.7 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.

| **RESPONSE** | **REQUIREMENTS** |
| --- | --- |
| Choose an item. | Submit plans, specifications, cost estimates, and other data in accordance with DCSM section 1.5, the design phase requirements in DSCM section 2.7, and the code compliance checklists. |
| Choose an item. | Submit drawings in accordance with DCSM section 2.4, the working drawing requirements in DSCM section 2.7.5, and the working drawing checklists. |
| Choose an item. | Submit the complete project manual. Include front end documents, specifications, and appendices, if applicable. See DCSM section 1.5.4. |
| Choose an item. | Submit an updated A/E project cost estimate. See DCSM sections 2.2 and 2.7.3. |
| Choose an item. | Confirm that all plan sheets have a single location on the right side for a 2½″ × 2½″ box for the UBO stamp approval. |
| Choose an item. | Confirm that all site and civil plan sheets have a second location on the right side for a 2½″ × 2½″ box for SID stamp approval. This box may be above or below the dedicated location for the UBO stamp approval. |
| Choose an item. | Confirm that all plan sheets in drawing sets are labeled using the sheet identifier and are bookmarked using the sheet identifier and plan title. Sheet identifiers should follow the United States National CAD Standards for standard sheet identification. Plan titles should identify notes, details, sections, elevations, etc., and distinguish between building floors, if applicable. |
| Choose an item. | Provide a complete list of delegated design elements identified by discipline in the project information sheets of the plan set. |
| Choose an item. | Confirm that all references to another page in the plan set have been hyperlinked. Provide hyperlinks for callouts, sections, details, and elevations throughout the plan set. |
| Choose an item. | Confirm that the entire plan set has been flattened and is keyword searchable using PDF viewer software. |
| Choose an item. | Provide drawing sets with supplemental PDF files of plan sheets grouped by each discipline. Include a list of delegated design elements for the discipline with its plan sheets. |
| Choose an item. | Submit calculations and the completed working drawings checklist. See DCSM section 2.7.5.2. |
| Choose an item. | Submit record drawings and specifications. See DCSM section 2.7.5.3. |
| Choose an item. | Submit general requirements and the completed working drawings checklist. |
| Choose an item. | Submit title sheets and the completed working drawings checklist. |
| Choose an item. | Submit summary floor plan information and the completed working drawings checklist. |
| Choose an item. | Submit architectural drawings and the completed working drawings checklist. See DCSM section 2.7.5.5 and 5.15.5.1 for acoustical design. |
| Choose an item. | Submit landscape architectural drawings and the completed working drawings checklist. |
| Choose an item. | Submit site drawings and the completed site and civil plan working drawings checklist. |
| Choose an item. | Submit demolition drawings and the completed working drawings checklist. |
| Choose an item. | Submit foundations drawings and the completed working drawings checklist. |
| Choose an item. | Submit concrete drawings and the completed working drawings checklist. See DCSM section 2.7.5.4. |
| Choose an item. | Submit utilities drawings and the completed working drawings checklist. |
| Choose an item. | Submit furnishing and equipment drawings and the completed working drawings checklist. |
| Choose an item. | Submit structural drawings and the completed working drawings checklist. See DCSM section 2.7.5.6. |
| Choose an item. | Submit the fire protection information plan and calculations and the completed fire systems working drawings checklist. See DCSM section 2.7.5.9. |
| Choose an item. | Submit fire suppression systems — sprinklers/standpipes drawings and the completed fire systems working drawings checklist. See DCSM section 2.7.5.9.1. |
| Choose an item. | Submit fire suppression systems — alternate automatic systems drawings and the completed fire systems working drawings checklist. See DCSM section 2.7.5.9.2. |
| Choose an item. | Submit fire pumps drawings and the completed fire systems working drawings checklist. See DCSM section 2.7.5.9.3. |
| Choose an item. | Submit fire detection and fire alarm systems drawings and the completed fire systems working drawings checklist. See DCSM section 2.7.5.9.4. |
| Choose an item. | Submit fire protection and fire safety systems drawings and the completed fire systems working drawings checklist. See DCSM section 2.7.5.9. |
| Choose an item. | Submit control systems drawings and the completed working drawings checklist. |
| Choose an item. | Submit plumbing drawings and the completed working drawings checklist. |
| Choose an item. | Submit mechanical drawings and the completed working drawings checklist. |
| Choose an item. | Submit electrical drawings and the completed working drawings checklist. |
| Choose an item. | Submit special requirements drawings and the completed working drawings checklist. See DCSM section 2.7.5.7. |
| Choose an item. | Submit roofing drawings and the completed working drawings checklist. |
| Choose an item. | Submit openings drawings and the completed working drawings checklist. |