Include the following information in the Preliminary Basis of Design narrative. See DCSM sections 2.1 and 2.6 for additional details.

**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** |
| Choose an item. | Describe functions to be housed in the building and the applicable VCC Use Group classification(s). Include a copy of the minimum space or area requirements and adjacency criteria used to develop the design (Virginia Department of Planning and Budget form S-1 or equivalent). |
| Choose an item. | Provide an analysis of VCC and referenced standards (and NFPA 101, Life Safety Code, if applicable) requirements of all occupancies involved. Determine occupancy classifications and compute design occupant load, number of units of exit, and other requirements. Describe unusual or critical code requirements and indicate how such requirements will be met. |
| Choose an item. | State the VCC Construction Type as defined in the current VCC. Describe construction systems and materials proposed to achieve the construction type and fire resistance rating. |
| Choose an item. | Compute gross floor area in accord with DCSM sections 1.7.3.11 and 2.4.9. Show calculations used to derive the building efficiency ratio. Indicate gross floor areas on the drawings. |
| Choose an item. | Provide preliminary floor plans, elevations, building cross section and other drawings as required by the DCSM preliminary drawing checklists. Indicate the location of all built-in equipment and fire walls on the floor plans. |
| Choose an item. | Include a statement as to the types of thermal insulation to be provided, where the insulation is required, and the U-value or R-value for the various portions of the structure (roof, walls, floors, etc.). Describe all architectural energy conserving features to be incorporated. |
| Choose an item. | Indicate proposed finishes for all spaces. Note those existing finishes to remain. Include in the Basis of Design narrative or on the drawing. |
| Choose an item. | Describe the materials for all major items of construction and all interior and exterior finishes. Use a finish schedule to provide the description of finishes. Identify spaces and interior building material finishes. Provide the finish schedule on the included drawings. |
| Choose an item. | Provide furniture and equipment footprint drawings that reflect the University’s updated equipment list and show the end result of the architect’s space planning effort. |
| Choose an item. | Describe items not considered to be a permanent part of the structure, such as work benches, shelving, bins, and removable partitions. Show the items on furniture footprint drawings. |
| Choose an item. | Where high-density file storage systems are proposed, provide data to demonstrate acceptable loading capacity. |
| Choose an item. | Analyze the design for compliance with acoustical requirements. List areas of high noise and vibration, and list the acoustic design principles applied. Indicate if an acoustical consultant or specialist required for the project. |
| Choose an item. | Describe design features to make the facility fully Accessible and compliant with the ADA Standards for Accessible Design, latest edition, and DCSM sections 1.2.3 and 1.2.4. |
| Choose an item. | Provide equipment rooms of ample size. Give consideration to adequate allowances for access, maintenance, repair, and easy removal of units. |
| Choose an item. | Describe special construction features incorporated into the facility such as barred windows, special wall or roof construction, etc. |
| Choose an item. | Analyze the design for compliance with acoustical requirements. List areas of high noise and vibration, and list the acoustic design principles applied. Indicate if an acoustical consultant or specialist required for the project. |