Include the following information with 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** |
| 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 2.6, and the preliminary checklists. |
| Choose an item. | Submit drawings in accordance with DCSM section 2.4, the preliminary drawing requirements in DSCM section 2.6.5, and the preliminary drawing checklists. |
| Choose an item. | For pool projects, submit a completed CR-2 form. See DCSM sections 2.2.2 and 2.6.1.1. |
| Choose an item. | Submit the A/E preliminary cost estimate. The A/E shall prepare the preliminary design estimate in accordance with DCSM sections 2.2 and 2.6.3. |
| 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 the HVAC systems life cycle cost and energy analysis. See DCSM sections 1.4.3 and 2.6.1.2. |
| Choose an item. | Submit the fuel source life cycle cost and energy analysis. See DCSM sections 1.4.3 and 2.6.1.2. |
| Choose an item. | Submit a VE study and University recommendations in accordance with DCSM section 1.4.2, if applicable. |
| Choose an item. | Submit a geotechnical report that includes boring logs, geotechnical analysis, and foundation design recommendations. |
| Choose an item. | Submit one copy of calculations for each discipline. See DCSM section 2.6.1.2. |
| Choose an item. | Submit title sheets and the completed preliminary drawings checklist. |
| Choose an item. | Submit architectural drawings and the completed preliminary drawings checklist. |
| Choose an item. | Submit landscape architectural drawings and the completed preliminary drawings checklist. |
| Choose an item. | Submit site drawings and the completed site and civil plan preliminary drawings checklist. |
| Choose an item. | Submit demolition drawings and the completed preliminary drawings checklist. |
| Choose an item. | Submit furnishing and equipment drawings and the completed preliminary drawings checklist. |
| Choose an item. | Submit structural drawings and the completed preliminary drawings checklist. |
| Choose an item. | Submit the fire protection information plan and calculations and the completed fire systems preliminary drawings checklist. |
| Choose an item. | If the project delivery method requires early release packages for phased permitting, submit the following drawings and the completed applicable sections from the fire systems working drawings checklist:   * Fire suppression systems — sprinklers/standpipes drawings * Fire suppression systems — alternate automatic systems drawings * Fire pumps drawings * Fire detection and fire alarm systems drawings   See DCSM section 2.7.5.9. |
| Choose an item. | Submit a preliminary Rational Analysis (a detailed design report) for smoke control systems to the UBO for review and approval. Develop the report in accordance with DCSM section 2.7.5.9.5. |
| Choose an item. | Submit plumbing drawings and the completed preliminary drawings checklist. |
| Choose an item. | Submit mechanical drawings and the completed preliminary drawings checklist. |
| Choose an item. | Submit electrical drawings and the completed preliminary drawings checklist. |