The checklists required for the preliminary 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 preliminary narrative checklist information in the phase submittal. See DCSM sections 2.1 and 2.6 for additional details on the narrative.

Include preliminary drawing checklist information with the project drawings. See DCSM sections 2.4 and 2.6 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.

Checklists updated for 2023 are highlighted.

|  |  |  |  |
| --- | --- | --- | --- |
| Preliminary narrative checklists: | | Preliminary drawing checklists: | |
|  | General Requirements |  | Submittal Requirements |
|  | Civil and Landscaping |  | Title Sheets and Building Code Data |
|  | Hazardous Materials |  | Site and Civil Plan |
|  | Architectural |  | Demolition |
|  | Structural |  | Architectural |
|  | Fire Systems |  | Landscape Architectural |
|  | Mechanical |  | Structural |
|  | Power Plant |  | Fire Systems |
|  | Plumbing |  | Mechanical |
|  | Electrical and Electronic Systems |  | Plumbing |
|  | Energy Monitoring and Control Systems |  | Electrical |
|  |  |  | Furnishing and Equipment |