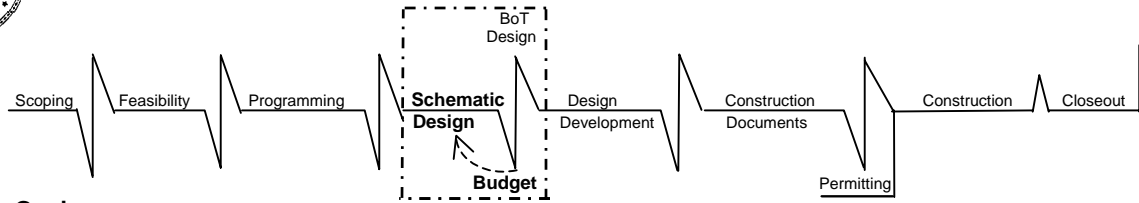




SCHEMATIC DESIGN

Process



Goal

Schematic Design (SD) is a critical phase where expectations are set, budget and schedule are established, and the project is submitted to the County for Architecture and Site Approval (where applicable). Schematic Design determines the general scope, preliminary design, scale and relationships among the components of the project. The primary objective is to develop a clearly defined design with a comprehensive scope, budget and schedule. Schematic-level drawings (from all disciplines) for a Stanford capital project are typically developed beyond the industry standard so that a true profile of scope, budget and risk can be understood and assessed.

During this phase, the User Group further details the specific requirements for the design option developed in the Programming phase and as approved by the Board of Trustees for Concept & Site. The Consultant Group develops the project deliverables with input from the Technical Group to provide the Contractor, cost estimator and Project Manager with sufficient information to develop a **Budget**. The Core Group develops project goals and measurement criteria for the design phase that serve as a road map for the Team and to define successful outcomes.

CP&M creates a Write-up for the Board summarizing information from the Schematic Design documents, Budget, Schedule and Funding Agreement (for new construction). The University Architect presents project renderings and CP&M presents the project data to the Board of Trustees for Design Approval.

Tasks

- Identify the Project Team members
- Hold Structural Peer Review Meeting
- Determine the project schedule
- Determine the site design
- Determine the building design
- Determine the mechanical, electrical, plumbing and fire protection systems
- Outline a commissioning strategy plan
- Determine the project Budget (developing an additional 50% SD budget is optional)
- Reconcile (align) budget with scope
- Conduct Expectations Work Session
- Outline a Community Outreach Plan
- Develop sustainability components
- Present SD to User/Technical Groups
- Complete GUP special studies
- Jurisdictional preliminary reviews
- 1st Draft of Site Logistics Plan
- Formulate Project Buyout Strategy

Deliverables

- 100% Schematic Design drawings/specs
- Structural Peer Review Report
- ASA submittal package
- Budget & Schedule
- Funding Agreement (if new construction)
- Board of Trustees Write-up for **Design Approval** (if new construction)

Approvals

- Facility Coordinator
- Associate Vice Provost, CP&M
- Dir of Finace, Vice Provost, Land & Buildings
- Dean/Department Chair & Provost
- Board of Trustees Design Approval

Resources

- [Facility Design Guidelines](#)
Facilities Operations
- [Seismic Engineering Guidelines](#)
Capital Planning and Management
- [Guidelines for Sustainable Buildings](#)
Stanford University Environmental Stewardship Committee
- [1996 Research Park Planning Handbook with Guidelines](#)
Stanford Management Company
- [2000 Stanford Housing & Dining Standards](#)
Stanford Housing
- [2001 PDP Manual – Volume 2](#)
[Task and Drawing Checklists](#)
Capital Planning and Management

The following from University Architect/Planning:

- [1994 Historic Building Guidelines](#)
- [1992 Medical Center Design Guidelines](#)
- [2001 Permitting Process Interaction with SC County \(includes Community Plan and General Use Permit\) – BLUE BOOK](#)
- [1999 Central Campus: General Design Guidelines – BROWN BOOK](#)
- [1997 Procedure Guide – Interaction with the Planning Office– RED BOOK](#)
- [Guide to Planning Services –GREEN BOOK](#)
- [1989 Landscape Design Guidelines](#)

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

Task List

Volume 2

1. Identify and confirm the Project Team

	Discipline	Firm or Lead Person	Remarks
<input type="checkbox"/>	Architect of Record:		
<input type="checkbox"/>	Design Architect:		
<input type="checkbox"/>	Structural Engineer:		
<input type="checkbox"/>	Structural Peer #1:		
<input type="checkbox"/>	Structural Peer #2:		
<input type="checkbox"/>	Structural Peer #3:		
<input type="checkbox"/>	Geotechnical Soils		
<input type="checkbox"/>	Environmental Soils		
<input type="checkbox"/>	Materials Testing		
<input type="checkbox"/>	Special Inspections		
<input type="checkbox"/>	Mechanical:		
<input type="checkbox"/>	Electrical:		
<input type="checkbox"/>	Plumbing:		
<input type="checkbox"/>	Process Piping:		
<input type="checkbox"/>	Fire Protection:		
<input type="checkbox"/>	Civil and Surveying:		
<input type="checkbox"/>	Cost Estimating:		
<input type="checkbox"/>	Contractor/CM		
<input type="checkbox"/>	Interiors:		
<input type="checkbox"/>	Landscaping:		
<input type="checkbox"/>	Move Management:		
<input type="checkbox"/>	Acoustical:		
<input type="checkbox"/>	Audio Visual:		
<input type="checkbox"/>	Vibration Analysis:		
<input type="checkbox"/>	Traffic Analysis:		
<input type="checkbox"/>	Laboratory Design:		
<input type="checkbox"/>	Sustainability Consultant		
<input type="checkbox"/>	SU Planning Office:		
<input type="checkbox"/>	SU Facilities Operations:		
<input type="checkbox"/>	SU Parking & Transportation:		
<input type="checkbox"/>	SU Utilities:		
<input type="checkbox"/>	SU Environmental Health & Safety:		
<input type="checkbox"/>	SU ITSS (Communications):		
<input type="checkbox"/>	SU Housing Services:		
<input type="checkbox"/>	SU Dining Services:		
<input type="checkbox"/>	SU ADA Compliance:		
<input type="checkbox"/>	SU Medical School- Security, Engineering & Maintenance:		
<input type="checkbox"/>	SU Registrar:		
<input type="checkbox"/>	SU Public Safety:		
<input type="checkbox"/>	SU Facility Coordinators:		
<input type="checkbox"/>	SU Building Manager:		
<input type="checkbox"/>	CPM Project Engineer:		
<input type="checkbox"/>	CPM Project Coordinator:		
<input type="checkbox"/>	CPM Financial Analyst:		

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

2. Hold Structural Peer Review Meeting

Task		Remarks
<input type="checkbox"/>	Determine Peer Report content and format	
<input type="checkbox"/>	Identify peer group leader	
<input type="checkbox"/>	Determine Peer Report schedule	
<input type="checkbox"/>		
<input type="checkbox"/>		

3. Determine the Project Schedule

Task		Remarks
<input type="checkbox"/>	Identify Board of Trustees Approval dates	
<input type="checkbox"/>	Confirm design durations	
<input type="checkbox"/>	Confirm construction durations w/ Contractor	
<input type="checkbox"/>	Identify surge requirements	
<input type="checkbox"/>	Identify ASA approval process	
<input type="checkbox"/>	Identify permit process	
<input type="checkbox"/>	Confirm project phasing requirements	
<input type="checkbox"/>	Identify Utilities and Fac Ops review periods	
<input type="checkbox"/>	Identify User Group review periods	
<input type="checkbox"/>	Identify Structural peer review schedule	
<input type="checkbox"/>	Allow contingency time (1-4 months) to re-design to align the budget and scope if needed	
<input type="checkbox"/>		
<input type="checkbox"/>		

4. Determine the site design

Task		Remarks
<input type="checkbox"/>	Vehicular access	
<input type="checkbox"/>	Bike and pedestrian circulation	
<input type="checkbox"/>	Connective elements	
<input type="checkbox"/>	Fire apparatus access	
<input type="checkbox"/>	Landscape plan	
<input type="checkbox"/>	Hardscape plan	
<input type="checkbox"/>	Grading plan	
<input type="checkbox"/>	Off-site utility loads	
<input type="checkbox"/>	On-site utility loads	
<input type="checkbox"/>	Utility connection points and invert elevations	
<input type="checkbox"/>	Project boundaries	
<input type="checkbox"/>	Property lines (as required)	
<input type="checkbox"/>	Setbacks	
<input type="checkbox"/>	Draft Storm Water Pollution Protection Plan (SWPP) and "Best Management Practices" (BMP) Plan	
<input type="checkbox"/>	Site logistics plan (see checklist below)	
<input type="checkbox"/>	Tree protection plan	
<input type="checkbox"/>	Groundwater recharge (if applicable)	
<input type="checkbox"/>	Location of portables for surge	

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

<input type="checkbox"/>	Loading dock location and access	
<input type="checkbox"/>	Refuse collection	
<input type="checkbox"/>	Emergency generator location (if applicable)	
<input type="checkbox"/>		
<input type="checkbox"/>		

5. Determine the building design

Task		Remarks
<input type="checkbox"/>	Determine construction systems	
	<input type="checkbox"/> Exterior skin materials and colors	
	<input type="checkbox"/> Cladding	
	<input type="checkbox"/> Roof shape and materials	
	<input type="checkbox"/> Fenestration	
	<input type="checkbox"/> Gutters and downspouts	
	<input type="checkbox"/> Mechanical penthouse	
<input type="checkbox"/>	Develop Life Safety Plans	
	<input type="checkbox"/> Fire apparatus access	
	<input type="checkbox"/> Egress and exiting	
	<input type="checkbox"/> Fire Alarm Panel location	
	<input type="checkbox"/> ADA access and Areas of Refuge	
	<input type="checkbox"/> Fire rated walls	
	<input type="checkbox"/> Hazardous Chemical Control Zones	
<input type="checkbox"/>	Confirm Hazardous Materials Inventory	
<input type="checkbox"/>	Develop floor plans	
	<input type="checkbox"/> Wall ratings and types	
	<input type="checkbox"/> Confirm square footage	
	<input type="checkbox"/> Hazardous Chemical Zones	
	<input type="checkbox"/> Room names and numbers	
	<input type="checkbox"/> Doors and windows	
	<input type="checkbox"/> Overall dimensions	
<input type="checkbox"/>	Locate and size mechanical and electrical rooms	
<input type="checkbox"/>	Coordinate structural system with floor plans	
<input type="checkbox"/>	Develop Roof Plan	
	<input type="checkbox"/> Locate mechanical equipment	
	<input type="checkbox"/> Determine equipment size and weight	
	<input type="checkbox"/> Confirm screening and sightlines	
	<input type="checkbox"/> Locate exhaust stacks	
<input type="checkbox"/>	Confirm surge plan	
<input type="checkbox"/>	Develop landscape plans	
<input type="checkbox"/>	Color Renderings (to be developed with University Architect) for BoT Design Approval and for ASA (if applicable)	

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

6. Determine the MEP / FP systems design

Task		Remarks
<input type="checkbox"/>	Provide calculated loads for MEP/FP	
<input type="checkbox"/>	Confirm code requirements for sprinklers	
<input type="checkbox"/>	Coordinate MEP/FP systems with wall ratings	
<input type="checkbox"/>	Develop single line drawings for security, telecom/data, and audio visual	
<input type="checkbox"/>	Confirm vibration criteria	
<input type="checkbox"/>	Confirm acoustic criteria	
<input type="checkbox"/>	Develop routing and racking strategy for process piping	
<input type="checkbox"/>	Determine cable tray location	
<input type="checkbox"/>	Develop/refine Equipment & Room Data sheets	
<input type="checkbox"/>		

7. Outline a commissioning strategy plan

Task		Remarks
<input type="checkbox"/>	Determine systems to be commissioned	
<input type="checkbox"/>	Determine if CSI Section 17 is required	
<input type="checkbox"/>	Determine author of the commissioning plan	

8. Determine the project budget

Task		Remarks
<input type="checkbox"/>	Develop a budget based on 100% SD drawings	
<input type="checkbox"/>	Check budget against Feasibility Study benchmark	
<input type="checkbox"/>	List exclusions	
<input type="checkbox"/>	Identify exposures	
<input type="checkbox"/>	Stanford Costs	
	<input type="checkbox"/> Stanford Infrastructure Program (SIP)	
	<input type="checkbox"/> GUP Entitlement Fee	
	<input type="checkbox"/> PA School District Impact Fee	
	o Commercial rate	
	o Residential rate	
<input type="checkbox"/>	Surge costs	
<input type="checkbox"/>	Internal SU charges	
<input type="checkbox"/>	Temporary Utilities	
<input type="checkbox"/>	Design Competition	
<input type="checkbox"/>	Historical Renovation	
<input type="checkbox"/>	Central Plant Specifications	
<input type="checkbox"/>	Seismic guidelines	
<input type="checkbox"/>	Disruption minimization	
<input type="checkbox"/>	Campus model	
<input type="checkbox"/>	Construction financing	
<input type="checkbox"/>	Large scale mock-ups	

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

<input type="checkbox"/>	Advanced documents	
<input type="checkbox"/>	Reimbursables	
<input type="checkbox"/>	Decommissioning of vacated spaces	
<input type="checkbox"/>	Stanford-performed work	
<input type="checkbox"/>	Facilities Operations	
<input type="checkbox"/>	Utilities	
<input type="checkbox"/>	EH&S	
<input type="checkbox"/>	Communications	
<input type="checkbox"/>	GUP Conditions of Approval	
<input type="checkbox"/>	Traffic study	
<input type="checkbox"/>	Intersection improvements	
<input type="checkbox"/>	Construction Management Plan costs	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>	Escalation	
<input type="checkbox"/>	Acceleration	
<input type="checkbox"/>	Furniture, Fixtures & Equipment	
<input type="checkbox"/>	Agency Fees	
<input type="checkbox"/>	Contingencies	
<input type="checkbox"/>	Design	
<input type="checkbox"/>	Construction	
<input type="checkbox"/>	Project	
<input type="checkbox"/>	Program	
<input type="checkbox"/>	Haz Mat Abatement	
<input type="checkbox"/>	County ADA charges for remodels	
<input type="checkbox"/>	Lab fit-up	
<input type="checkbox"/>	Move Management	
<input type="checkbox"/>	Movers	
<input type="checkbox"/>	Insurance	
<input type="checkbox"/>	Builder's Risk	
<input type="checkbox"/>	Contractor Liability	
<input type="checkbox"/>	E&O for design/build projects	
<input type="checkbox"/>	Performance/Payment Bonds	
<input type="checkbox"/>	Stanford Consolidated Bond	
<input type="checkbox"/>	Closeout cost	
<input type="checkbox"/>	Commissioning	
<input type="checkbox"/>	Environmental clean-up	
<input type="checkbox"/>	Temporary services	
<input type="checkbox"/>	Signage and wayfinding criteria	
<input type="checkbox"/>	Complete CATS items:	
<input type="checkbox"/>	CATS 1A: Basic Construction costs (including surge costs, acceleration premiums, builders risk, contractor bond, etc.)	
<input type="checkbox"/>	CATS 1A: 1. Building	
<input type="checkbox"/>	CATS 1A: 2. Equipment in Contract	
<input type="checkbox"/>	CATS 1A: 3. Site Work	
<input type="checkbox"/>	CATS 1A: 4. Construction Escalation	
<input type="checkbox"/>	CATS 1B: Other Construction costs	
<input type="checkbox"/>	CATS 2: Fixtures, Furniture & Equip (NIC)	

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

<input type="checkbox"/>	CATS 3: Professional Fees and Services	
<input type="checkbox"/>	CATS 4: Stanford costs (refer to Controls section for detailed list)	
<input type="checkbox"/>	CATS 5: Activation costs	
<input type="checkbox"/>	CATS 6: Contingencies (in addition to other contingencies included in 1A)	
<input type="checkbox"/>	CATS 7: SIP	
<input type="checkbox"/>	CATS 8: GUP Entitlement Fee	
<input type="checkbox"/>	CATS 9: Other Project Costs such as:	
	o Construction financing	
	o Potential entitlement mitigation costs	
	o County/City school impact fees	
	o GUP: Below Market Rate Housing Fee	
<input type="checkbox"/>		
<input type="checkbox"/>		

9. Reconcile budget with scope/program

Task		Remarks
<input type="checkbox"/>	Confirm scope and budget from Programming phase	
<input type="checkbox"/>	Identify out of scope and proposed VE items	
<input type="checkbox"/>	Confirm funding for added scope (if any)	
<input type="checkbox"/>	Complete Value-Engineering	
<input type="checkbox"/>		

10. Conduct Expectations Work Session to Define measurable goals (distinguish between *Program* and *Process* expectations and goals)

Task		Remarks
<input type="checkbox"/>	Refer to Control's section of PDP Manual Volume 2 for definition of Project Performance Measurements	
<input type="checkbox"/>	Identify Core Group's <i>Program</i> goals & metrics	
<input type="checkbox"/>	Identify individual <i>Process</i> expectations & metrics	
<input type="checkbox"/>	Identify reuse and recycling options	
<input type="checkbox"/>	Identify options for materials with recycled-content	
<input type="checkbox"/>	Revise the projection for maintenance and operations costs	
<input type="checkbox"/>		

11. Outline a Community Outreach Plan

Task		Remarks
<input type="checkbox"/>	Construction Impact checklist	
<input type="checkbox"/>	Hold Stanford "Town Meeting"	
<input type="checkbox"/>	Determine GUP required presentations	
<input type="checkbox"/>	Determine process for construction site	

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

<input type="checkbox"/>	notifications	
<input type="checkbox"/>	Complete ASA application with Planning Office – Coordinate timing of application with County of Santa Clara	
<input type="checkbox"/>	Include outreach requirements in the Construction Management Plan	
<input type="checkbox"/>		

12. Develop sustainability components

Task		Remarks
<input type="checkbox"/>	Hold a Sustainability Work Session where the Project Team works on specific strategies for meeting sustainability goals	
<input type="checkbox"/>	Evaluate the building’s energy consumption using an Energy Model. Refine the project’s energy efficiency goals.	
<input type="checkbox"/>	Identify specific opportunities for recycle and reuse	
<input type="checkbox"/>	Evaluate recycled-content materials for inclusion in design	
<input type="checkbox"/>	Determine permitting requirements	
<input type="checkbox"/>	Confirm building siting and orientation	
<input type="checkbox"/>	Re-evaluate building spaces and functions to search for efficiencies	
<input type="checkbox"/>	Document reuse and recycling options	
<input type="checkbox"/>	Analyze cost vs. benefit for the major building systems	
<input type="checkbox"/>		

13. Hold a Schematic Design presentation to the User and Technical Groups

Task		Remarks
<input type="checkbox"/>	Complete Design Group presentation to User and Technical Group	
<input type="checkbox"/>	Receive User Group sign-off on program and project design	
<input type="checkbox"/>		
<input type="checkbox"/>		

14. Jurisdictional Preliminary Reviews
(Typically midway through SD phase)

Task		Remarks
<input type="checkbox"/>	Architectural Review Board	
<input type="checkbox"/>	ASA – Coordinate with CP&M county liaison	
<input type="checkbox"/>	Discuss seismic performance criteria and design methodology with county (www.sccplanning.org)	
<input type="checkbox"/>	Determine GUP required Conditions of Approval	
<input type="checkbox"/>	County Health and Safety	
<input type="checkbox"/>	Building	

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

<input type="checkbox"/>	Fire	
<input type="checkbox"/>	Bay Area Air Quality Management Group	
<input type="checkbox"/>	Pacific Gas & Electric	
<input type="checkbox"/>	Cal Water	
<input type="checkbox"/>	Storm Water Pollution Prevention Plan in CMP	
<input type="checkbox"/>	Best Management Practices Plan	
<input type="checkbox"/>	Notice of Intent (NOI)	

15. 1st Draft of Site Logistics Plan included in the Construction Management Plan

The Construction Management Plan (CMP) is required by SC County prior to issuance of any building permits. A draft copy of the CMP is submitted to the County with the ASA submittal and should include the contractor's Site Logistics Plan

Task		Remarks
<input type="checkbox"/>	Site access & materials delivery	
<input type="checkbox"/>	Laydown area	
<input type="checkbox"/>	Crane location(s)	
<input type="checkbox"/>	Security/Safety requirements	
<input type="checkbox"/>	Site preservation	
<input type="checkbox"/>	Traffic re-routing (vehicular and pedestrian)	
<input type="checkbox"/>	Temporary services	
<input type="checkbox"/>	Mitigations of Environmental pollution, dust, noise, etc.	
<input type="checkbox"/>	Site boundaries	
<input type="checkbox"/>	Delivery access	
<input type="checkbox"/>	Emergency vehicle access	
<input type="checkbox"/>	Pedestrian access and flow	
<input type="checkbox"/>	Laydown area	
<input type="checkbox"/>	Campus parking	
<input type="checkbox"/>	Construction parking	
<input type="checkbox"/>	Fencing location	
<input type="checkbox"/>	Trailer location(s)	
<input type="checkbox"/>	Temporary services	
<input type="checkbox"/>	Regional Sign Plan	
<input type="checkbox"/>		

16. Formulate Buy-out Strategy

Task		Remarks
<input type="checkbox"/>	Determine contract type	
<input type="checkbox"/>	Design / build	
	o Mechanical/Plumbing	
	o Electrical	
	o Fire protection / sprinklers	
	o Fire alarm	

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

<input type="checkbox"/>	<input type="radio"/> Elevator	
<input type="checkbox"/>	<input type="radio"/> Security	
<input type="checkbox"/>	<input type="radio"/> Other:	
<input type="checkbox"/>	<input type="radio"/> Other:	
<input type="checkbox"/>	<input type="checkbox"/> Design / assist	
<input type="checkbox"/>	<input type="checkbox"/> Design / bid	
<input type="checkbox"/>	Identify potential subcontractors	
<input type="checkbox"/>	Identify GMP target date	
<input type="checkbox"/>	Determine initial contract and GMP change order strategy	
<input type="checkbox"/>		

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

Deliverables

1. 100% Schematic Design drawings

Task		Remarks
<input type="checkbox"/>	Refer to Drawing Checklist in following section	
<input type="checkbox"/>		

2. ASA submittal package

Task		Remarks
<input type="checkbox"/>	Coordinate ASA submittals with University Architect and Planning Office	
<input type="checkbox"/>	Review Procedure Guide – Permitting Process Interaction with Santa Clara County – Blue Book produced by Architect's office	
<input type="checkbox"/>	Confirm GUP Conditions of Approval are addressed in the ASA application	
<input type="checkbox"/>	Submit Grading Permit application at the same time as the ASA submittal	
<input type="checkbox"/>	Confirm drawing and rendering requirements	
<input type="checkbox"/>	Confirm review duration schedule	
<input type="checkbox"/>	Confirm required fees	
<input type="checkbox"/>		
<input type="checkbox"/>		

3. Board of Trustees Write-up to include:

(reference Board submittal checklist at beginning of this manual)

Task		Remarks
<input type="checkbox"/>	Confirm 100% SD drawings completed (or specify what percentage completed)	
<input type="checkbox"/>	Elevations (discuss with University Architect)	
<input type="checkbox"/>	Color Renderings (discuss with UA)	
<input type="checkbox"/>	Budget	
<input type="checkbox"/>	Schedule	
<input type="checkbox"/>	Review Board presentation requirements with the University Architect	
<input type="checkbox"/>	Complete Board Write-up	
	<input type="checkbox"/> Project Budget – Hard and Soft costs	
	<input type="checkbox"/> Project Schedule	
	<input type="checkbox"/> Funding	
	<input type="checkbox"/> Operating and Maintenance cost from Facility Operations	
	<input type="checkbox"/> Comparable benchmark projects	
	<input type="checkbox"/>	

SCHEMATIC DESIGN CHECKLIST

Project:	Project #:
Project Manager:	Date:

Approvals

Task		Remarks
<input type="checkbox"/>	Structural Peer Group	
<input type="checkbox"/>	Facility Coordinator	
<input type="checkbox"/>	Associate Vice Provost of CP&M	
<input type="checkbox"/>	Director of Finance, Land & Buildings	
<input type="checkbox"/>	Vice Provost, Land & Buildings	
<input type="checkbox"/>	Dean	
<input type="checkbox"/>	Provost	
<input type="checkbox"/>	Board of Trustees Design Approval	

SCHEMATIC DESIGN DRAWING CHECKLIST

Project:	Project #:
Project Manager:	Date:

General Information

- Life Safety Plan with egress routes, ADA accessibility and Title 24 calculations
- Occupant Loads
- Fire apparatus access

Site

- Site Plan
- Parking stall types and locations
- Landscaping
- Grading Permit Plans

Plans

- 1/8" Floor Plans with overall dimensions
- 1/8" Roof Plan
- Utility main locations
- Utility entrance locations
- Mechanical single line Distribution Plan
- Mechanical, Electrical and Telecom Room layouts.
- Structural plan with column spacing and shear walls locations – *Note: For ASA projects, the structural title sheet must state the seismic performance criteria & design methodology as discussed and agreed upon during the preliminary review with Santa Clara County.*
- Preliminary Furniture Plan
- Preliminary Lab Equipment Plan
- Preliminary Kitchen and Specialty Equipment Plan
- Reflected Ceiling Plan of major spaces
- Casework location
- Occupancy Separations and Rated wall locations
- Door locations
- Vertical Circulation locations and sizes

Elevations

- Exterior Elevations indicating location of fixed and operable windows, doors, overall dimensions and floor-to-floor heights
- Exterior finish materials
- Exterior cladding systems
- Exterior lighting locations
- Roof profile and finish material
- Interior Elevations of major/complicated spaces

Sections

- Building Sections showing floor-to-floor heights, space relationships, and mechanical plenums
- Preliminary Exterior Wall Sections

Details

- Preliminary Significant Exterior Wall Details
- Significant Structural Details
- Preliminary Mechanical Equipment Schedules
- Specialty Walls (blast walls, dust barriers, visual barriers, etc.)

Project Manual

- Outline specifications
- MEPS Basis of Design Narratives with load requirements and distribution plan (including controls)
- Cable tray/J-hook requirements
- Interior Finish Narrative
- Fume Hood and Lab equipment inventory
- Signage/Wayfinding Narrative
- Vibration Analysis
- Soils Report
- Acoustical requirements
- Lighting level requirements
- Traffic Study
- Water Recharge Analysis
- Narrative for specialty items, AV, Card Readers, CCTV, and Security

SCHEMATIC DESIGN DRAWING CHECKLIST

Project:	Project #:
Project Manager:	Date: