**600 - Phase C Intermediate Review Checklist for the Architect-Engineer**

This checklist is to be used by the Architect-Engineer during Phase C of the Project and shall be included in the Intermediate Review Phase C Submittal.

Note: If a Phase C Intermediate Review is not required by the Project Manager, the Phase C Intermediate Review Checklist shall become a part of the Phase C Final Checklist.

**Project Administration:**

Yes No

**Approval:** Phase C authorization has been received from DFMS Project Management and Project Manager.

**Review:** Requirements in Chapter 6 - Phase C Final Design, and Chapter 7 - Bidding and Negotiations, of the Capital Construction Project Procedures Manual have been reviewed.

**EKU Campus Standards and Technical Guidelines:** Architect-Engineer has reviewed and incorporated the Campus Standards and Technical Guidelines.

**Pre-Design, Phase A and Phase B Checklists:** The Architect-Engineer has reviewed the Pre-Design, Phase A and Phase B Checklists. All carry forward items remaining from those checklists have been incorporated in the Phase C submittal. These have been discussed at the review meeting.

**Project Directory:** The Project Directory has been updated.

**Design Review Meetings:** The Architect-Engineer has scheduled, conducted, and documented Phase C Final Design Review Meetings with the University Department Representative, DFMS Project Management, Project Manager, and Design Team.

**Commissioning Team Meetings:** The Commissioning Authority has scheduled, conducted and documented Phase C Commissioning Team Meetings.

**Value Engineering:** The Architect-Engineer has considered value engineering options continuously during construction documents phase.

**Intermediate Phase C Submittal:** The Architect-Engineer has included the following information:

Yes No

Special Conditions - **See Section 608.8**

Drawings developed to approximately 75% completion

Unit Prices - **See Section 607.3**

Materials List- **See Section 608.7**

Subcontractors list- **See Section 608.7**

Alternates- **See Section 607.1**

Allowances- **See Section 607.2**

LEED Score Sheet

Updated Phase C Estimate of Construction Cost – **See Section 611** including the schedule and Space Study Statement.

**Division 020000 – Site:**

Yes No

Hazardous Materials Surveys/Abatement - **See Sections 212 and 907.2**

Subsurface Investigations have been completed. **See Section 211**

Potential for Human Remains has been assessed. **See Section 223**

**Division 020000 – Site: (continued)**

Yes No

Final Storm Water Pollution Prevention Plan (SWPPP) – Required when Project is 1 acre or more. **See Section 220**

**Environmental Permits required but not complete:** Provide current status:

Yes No

404 US Army Corps of Engineers Permit:

Stream Mitigation

Wetlands Mitigation

Water Quality Certification (WQC)

Floodplain Mitigation

Cultural (Archeological) Analysis

Air Pollution Permits – Coal Burning Facility

Air Space Encroachment – FAA Permits - building on or in the vicinity of an airport

**Utility Investigations:** (If required and not complete - provide status.)

Yes No

Sewer (Division of Water) – adequate capacity and acceptance?

Water (Division of Water) – adequate supply, pressure and acceptance of Facilities

Services?

Has a flow test been performed?

Electricity – coordination with local utility – is there adequate electrical supply?

Other utilities - is there adequate supply and availability? i.e., gas, communications, etc.

**Divisions 210000 through 280000:** Verify the following information is included in the project.

**Division 210000 Fire Suppression:**

Yes No

Updated Systems Basis of Design Document

Updated Cost Projections

Distribution System Design Calculations

Distribution System Riser Diagrams

Pipe Sizes

Equipment Schedules

Flow Calculations

HVAC / Electrical / Systems Coordination Report

Schematics & Details

Final Commissioning Plan Approval

**Division 220000 Plumbing:**

Yes No

Updated Systems Basis of Design Document

Updated Cost Projections

Distribution & Collection System Design Calculations

Distribution & Collection System Riser Diagrams

**Division 220000 Plumbing: (continued)**

Yes No

Pipe Sizes

Fixture & Equipment Schedules

Schematics & Details

Final Commissioning Plan Approval

**Division 230000 HVAC:**

Yes No

Updated Systems Basis of Design Document

Updated Cost Projections

HVAC Systems Design Calculations

HVAC Systems Riser Diagrams / Elevations

Double Line Air Distribution Complete

Air Outlet & Inlet Device Placement Complete

Double Line Main Piping Complete

Branch Piping Complete

Locate Terminal Equipment & Devices

Equipment Schedules

Schematics & Details

HVAC / Electrical / Structural Coordination Report

HVAC / Electrical / Systems Coordination Report

Completed Functional Performance Test

**Division 250000 Integrated Automation:**

Yes No

Updated Systems Basis of Design Document

Updated Cost Projections

Cable Schedule

Systems Architecture Riser Diagrams

HVAC / Electrical / Systems Coordination Report

Equipment / Installation Schematics & Details

Equipment Schedules

Integrated Specifications Final Draft

Final Commissioning Plan Approval

Completed Functional Performance Test

**Division 260000 Electrical:**

Yes No

Updated Systems Basis of Design Document

Updated Cost Projections

Electrical Load Summary

Electrical Power Calculations

Panel Schedules

Lighting Design Calculations

Lighting Fixture Schedule

**Division 260000 Electrical: (continued)**

Yes No

Lighting Control Diagrams

Lighting & Power Circuiting

Large Conduit Layout

Equipment / Installation Schematics & Details

Equipment Schedules

Coordinated Fixture / Switching Layout

Coordinated Power Receptacle Layout

HVAC / Electrical / Structural Coordination Report

HVAC / Electrical / Systems Coordination Report

Integrated Specifications Final Draft

Final Commissioning Plan Approval

Completed Functional Performance Test

**Division 270000 Communications:**

Yes No

Updated Systems Basis of Design Document

Updated Cost Projections

Cable Schedule

Backboard Layout

System Architecture Riser Diagram

Equipment / Installation Schematics & Details

Equipment Schedules

HVAC / Electrical / Systems Coordination Report

Final Commissioning Plan Approval

Completed Functional Performance Test

**Division 280000 Electronic Safety & Security:**

Yes No

Updated Systems Basis of Design Document

Updated Cost Projections

Systems Riser Diagrams

Equipment / Installation Schematics & Details

Equipment Schedules

HVAC / Electrical / Systems Coordination Report

Integrated Specifications Final Draft

Completed Functional Performance Test

**Division 019113 Commissioning Authority:**

Yes No

Updated Owner’s Project Requirements & Manual

Updated Systems Basis of Design Documents

Integrated Specifications Final Draft

Functional Performance Test

Construction Forms & Checklists

Intermediate Design Review Report

**Division 019113 Commissioning Authority: (continued)**

Yes No

Systems Manual Update

**End of Phase C Intermediate Review Checklist for the Architect-Engineer**