**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**