

**Appendix 7.3**

Facilities Planning & Construction (FP&C) Design Assessment Checklist  
Draft v1.0 10-31-2016

Yes (Y)  
No (N)

Notes

**Activities**

**Conceptual**

Does design conform to existing master plan?

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**Activities**

Scope of project		
Applicable codes		
Applicable rules		
Applicable standards		
Applicable regulations		
Each discipline with required design values shown		
Are the project location, Architect and Engineering firms' addresses and telephone numbers shown?		
<b>Architectural:</b>		
Are occupancy types and floor areas indicated?		
Are square footage calculations shown for every space in accordance with program requirements?		
Is a description of the shape and façade of the building provided?		
Are all code-required features shown?		
Is the fire protection system described?		
Are the insulation "U" values shown?		
Are the glazing type "U" values shown?		
Are the exiting requirements stated?		
Are dimensions strings indicated on column grid?		
Are interior handrail posts noted to be set in Portland cement grout?		
Is sufficient access provided to all elevator machine components?		
Is tempered glass indicated where required?		
Is VCT indicated at OIT closets?		
Are sightlines into bathrooms appropriate?		
Do exterior elevations depict visible rooftop mechanical equipment?		
Are exterior hollow metal frames treated with a bituminous coating on the back/throat side?		
Are the plans developed with the principles of "Universal Design" related to accessibility?		
<b>Civil/Structural:</b>		
Is a site plan shown?		
Is a grading plan, including contours and finish floor elevations provided?		
Is a utility plan included?		
Is a statement of loadings provided?		
Are preliminary foundation plans shown?		

Are dimension strings indicated on column grid?		
Are exterior handrail posts noted to be set in Portland cement grout?		
Are there Storm Water Pollution Prevention Plan / Soil Erosion Control Plan described?		
<b>Mechanical/Plumbing:</b>		
Are HVAC and plumbing plans showing preliminary layout of equipment areas provided?		
Are air handling units specified with "wing" type coils?		
Is a description of HVAC controls included?		
Is a description of energy management system included?		
Is a description of the building automation system included?		
Are the critical interfaces with life safety systems such as fire/smoke dampers, firestopping and fire control locks described?		
Are special plans and criteria for mechanical/plumbing systems shown (i.e., kitchen hoods, food service equipment, painting, paint storage ventilation, fuel systems, laundry equipment, and compressed gas systems)?		
Are fire protection plans shown?		
Are the NFPA requirements for construction phase submittal reviewed?		
Do the drawings reflect the approved scheme resulting from the energy and life cycle cost analysis?		
Is adequate access provided to mechanical equipment located in attic spaces via ladders, catwalks, etc.?		
<b>Electrical:</b>		
Is a lighting layout provided?		
Are the calculations to show foot-candle intensities in each room provided?		
Are exterior lighting levels/photometrics indicated?		
Do lighting illumination levels comply with the requirements of the Energy Analysis?		
Are the preliminary electrical equipment locations shown?		
Are the phase and voltage electrical characteristics shown?		
Is the type of wiring system indicated?		
Are the preliminary communications and data plans shown?		
Are the preliminary fire alarm plans shown?		
Are the preliminary security plans with card readers shown, including electrical power requirements?		
Is a narrative on proposed power distribution system provided?		
Is an emergency generator fuel fill vent and whistle indicated?		
Is electrical closet construction of fire rated assembly?		
Do OIT closets indicate surface mounted 3/4" fire retardant plywood on all wall surfaces, painted?		
Has the updated building energy model been prepared?		
Are special plans and criteria for electrical systems shown (i.e., grounding, kitchen hoods, food service equipment, emergency power, laundry equipment, vending, etc.)?		
Do the estimated costs correlate to established budgets?		
Are the estimated costs of construction between the Architect/Engineer and the Construction Manager or Owner's Cost Consultant been reconciled?		

**6 Construction Drawings**

Are the following shown?





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Is the electrical legend complete?

Are all panelboard schedules provided?

Do they show voltage and phase?

Is the rating of the main disconnect shown?

Are all circuit numbers shown?

Are the number of poles shown?

Are all trip-amperes shown?

Are all volt-amperes shown?

Are all wire sizes shown?

Are all conduit sizes shown?

Is lighting fixture schedule shown?

Are all fluorescent lamps and ballasts of the energy-saving type?

Is an exterior lighting photometrics plan included?

Are riser diagrams shown for the following:

Electrical service?

Fire alarm system?

Intercom system?

Telecommunications system?

Computer data system?

Is the following transformer data provided?

Voltage?

Phase?

KVA rating?

Is the division of work between contractor, University of Notre Dame Utilities and AEP clearly shown?

Is the voltage and KVA rating of all generators shown?

Is the voltage and KVA rating of all transfer switches shown?

Is sufficient space shown as required by the National Electrical Code for the following?

Panelboard locations?

Switchgear locations?

Transformer locations?

Are assurances made that no water lines are above electrical panels or switchgear?

Are all locations of mechanical equipment and their circuits shown?

Are all circuits for kitchen equipment shown?

Are all rooms designated as shown on the architectural plans?

Is the lighting layout coordinated with the architectural reflected ceiling plan?

Is all grounding shown?

Is all the electrical equipment shown on the floor plans?

Are all circuits shown on the floor plans?

Are specifications provided for the following?

All electrical equipment

The fire alarm system.

The intercom system.

The lightning protection.

The security system.

The telecommunications system.

The computer data system.

The firestopping details.

All grounding, including equipment grounding.

Are the diagrams for door card swipe access systems shown?

Are the power requirement?

The security system?