

Project Number:

Date:

Prepared By:

Updated:

Action

Notes

General Objectives of Phase		
<input type="checkbox"/>	Drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate	
<input type="checkbox"/>	Building areas and volumes fixed	
<input type="checkbox"/>	Predominate production phase expanding upon representative work of Schematic Design	
<input type="checkbox"/>	Foundation or Superstructure permit if called for in the agreement	
<input type="checkbox"/>	Primary consultant coordination effort well underway	
<input type="checkbox"/>	Specialty consultant coordination begun	
<input type="checkbox"/>	Draft of Project Manual	
<input type="checkbox"/>	Initial GMP pricing and/or select early bid package	
<input type="checkbox"/>	Project performance criteria refined/confirmed	

Phase Task Checklist

MANAGEMENT / QUALITY MANAGEMENT / SCHEDULES

<input type="checkbox"/>	Update project area / program / budget	
<input type="checkbox"/>	Maintain binder and check set of all work prepared during this phase	
<input type="checkbox"/>	Conduct brief weekly team meeting with the team	
<input type="checkbox"/>	Obtain authorization to proceed with Design Development Phase.	
<input type="checkbox"/>	Finalize Owner/Architect agreement if not already done	
<input type="checkbox"/>	Primary consultant agreements completed	
<input type="checkbox"/>	Specialty proposals completed and target wrapping up agreements	
<input type="checkbox"/>	Review project schedule / manpower	
<input type="checkbox"/>	Confirm project delivery method	
<input type="checkbox"/>	Make necessary adjustments to mock-up set and drawing index for the anticipated Construction Documents drawings	
<input type="checkbox"/>	Confirm/update project data and relation to Owner/Architect agreement (i.e., Owner's name, contact information, legal entity, etc.)	
<input type="checkbox"/>	Monitor design firm's fees and manpower versus actual progress Take corrective action if fee and/or schedule is slipping	
<input type="checkbox"/>	Monitor design team's billings	
<input type="checkbox"/>	Confirm peer review schedule for this phase	

**Name of Project Design
Development**

Quality Management Phase

Project Number:

Date:

Prepared By:

Updated:

Action

Notes

<input type="checkbox"/>	Update the estimate of the Cost of the Work B101-2007 - 3.3.2	
<input type="checkbox"/>	Submit Design Development package to Owner and for Peer Review B101-2007 - 3.3.3	
<input type="checkbox"/>	Prepare approval letter for Design Development phase completion B101-2007 - 3.3.3	
<input type="checkbox"/>	Modify the checklist for the next phase per the project's particular needs	

PROGRAM / CONSTRUCTION COSTS / REGULATORY REQUIREMENTS

<input type="checkbox"/>	Review any adjustment in the Project requirements B101-2007-3.1.1	
<input type="checkbox"/>	Review any adjustment in the Project budget for the Cost of the Work B101-2007-3.1.1	
<input type="checkbox"/>	Update zoning analysis and make any necessary adjustments to the project	
<input type="checkbox"/>	Fully develop the code compliance sheets with fire resistive rated construction, occupancy classifications and exiting analysis Finalize the accessibility compliance drawings	
<input type="checkbox"/>	Conduct any necessary meetings / contact with code / accessible governmental authorities B101-2007 - 3.1.6	

PERFORMANCE CRITERIA

<input type="checkbox"/>	Review and confirm with the Owner project performance requirements of the project	
<input type="checkbox"/>	Update Structural Design Criteria	
<input type="checkbox"/>	Update MEP/FP Performance Criteria	
<input type="checkbox"/>	Update Building envelope performance Criteria	
<input type="checkbox"/>	Update Acoustical performance Criteria	
<input type="checkbox"/>	Update Building system durability / maintainability performance Criteria	
<input type="checkbox"/>	Aesthetic performance, cultural performance, inspirational performance and/or other more intangible performance	
<input type="checkbox"/>	Update Sustainability performance Criteria and goals	

CIVIL / SITE DESIGN

<input type="checkbox"/>	Coordinate utility connections	
<input type="checkbox"/>	Final grades and drainage finalized	

**Name of Project Design
Development**

Quality Management Phase

Project Number:

Date:

Prepared By:

Updated:

Action

Notes

<input type="checkbox"/>	Paving patterns, paving details and site lighting delineated	
<input type="checkbox"/>	All site elements are defined	
<input type="checkbox"/>	Site plan graphically fixed and site geometry fixed	
<input type="checkbox"/>	Landscape plans indicate planting and hardscape, plant schedule complete, irrigation scope determined	
<input type="checkbox"/>	Site detailing initiated	

DESIGN / ARCHITECTURE

<input type="checkbox"/>	Plans are generally graphically complete except for minor coordination	
<input type="checkbox"/>	Exterior envelope modules and primary exterior dimension strings are complete	
<input type="checkbox"/>	Representative area interior dimensioning	
<input type="checkbox"/>	Rooms labeled and numbered	
<input type="checkbox"/>	Partition types tagging generally represented	
<input type="checkbox"/>	Doors tagged	
<input type="checkbox"/>	Reflected ceiling plans for all typical and major areas of the project drawn with light fixtures and diffusers indicated	
<input type="checkbox"/>	Representative ceiling details drawn, focus on covering scope	
<input type="checkbox"/>	Structure and MEP/FP coordination well underway	
<input type="checkbox"/>	Exterior elevations are graphically complete	
<input type="checkbox"/>	All building sections are cut and structure is coordinated with the current structural drawings	
<input type="checkbox"/>	MEP/FP horizontal collection and distribution zones addressed in building sections where applicable	
<input type="checkbox"/>	Complete typical wall sections at 1/2" or 3/4" scale with notes and dimensions	
<input type="checkbox"/>	Representative larger scale partial details at 1 1/2" or 3" scale	
<input type="checkbox"/>	Foundation / basement sections complete	
<input type="checkbox"/>	Draft of specification sections pertaining to exterior envelope including roofing, waterproofing, aluminum & glass systems and opaque wall systems	
<input type="checkbox"/>	Vertical circulation elements, stairs, elevators and elevator cabs, are completely dimensioned and coordinated in plans and sections	
<input type="checkbox"/>	Draft of elevator and stair specifications	

**Name of Project Design
Development**

Quality Management Phase

Project Number:

Date:

Prepared By:

Updated:

Action

Notes

<input type="checkbox"/>	Block out unit kitchens/ bathrooms, laboratory or other such spaces with casework and built-in fixtures, equipment and appliances	
<input type="checkbox"/>	Interior material selections are scheduled and/or specified	
<input type="checkbox"/>	Finish design of lobbies, amenities and other finish spaces is initiated	
<input type="checkbox"/>	Draft of specifications for finish sections	
<input type="checkbox"/>	The majority of partition types are detailed (those in high finish areas may not be detailed)	
<input type="checkbox"/>	Representative typical interior details drawn	
<input type="checkbox"/>	Door schedules for typical areas complete with draft of specifications for doors, frames and hardware	
<input type="checkbox"/>	Typical door details are drawn	
<input type="checkbox"/>	Typical area room finish scheduled is complete	
<input type="checkbox"/>	Interior finishes are tabulated or specified citing as much specific manufacturer, model, type, color information as possible	
<input type="checkbox"/>	Updated outline specification or prepare draft specification for finishes and doors (if preparing draft specifications must include as much project specific information as possible)	

STRUCTURAL

<input type="checkbox"/>	All column sizes and lateral design structural elements fixed and included in architectural drawings	
<input type="checkbox"/>	All floor framing plan sheets drawn denoting slab thicknesses, any beams and showing major slab openings	
<input type="checkbox"/>	Foundation design completed	
<input type="checkbox"/>	Structural design complete with regard to wind loading and/or seismic	
<input type="checkbox"/>	Framing diagrams for all miscellaneous framing assemblies	
<input type="checkbox"/>	Structural / architectural / MEP coordination ongoing	
<input type="checkbox"/>	Draft of specification sections	
<input type="checkbox"/>	Scope of all miscellaneous structural items defined	
<input type="checkbox"/>	Slab depressions and balcony conditions addressed	
<input type="checkbox"/>	General CMU reinforcing design and loose lintels are shown	
<input type="checkbox"/>	Typical masonry design and/or other cladding interfaces reflected in typical details	

**Name of Project Design
Development**

Quality Management Phase

Project Number:

Date:

Prepared By:

Updated:

Action

Notes

MEP / FP

<input type="checkbox"/>	Design criteria including indoor and outdoor conditions, ventilation, air circulation, minimum exhaust, sound levels, system diversities and building envelope thermal characteristics reaffirmed in the documents	
<input type="checkbox"/>	All riser diagrams are complete	
<input type="checkbox"/>	Typical floor(s) coordination is complete with all risers, chases and interstitial ceiling areas coordinated	
<input type="checkbox"/>	Major equipment rooms are laid out and final space requirements are confirmed	
<input type="checkbox"/>	Plans other than the typical floor are sufficiently developed giving a reasonable expectation that final coordination will not adversely impact the architectural layout, structural design, etc.	
<input type="checkbox"/>	Mechanical floor plans are nearly graphically complete with double line ductwork	
<input type="checkbox"/>	Plumbing floor plans are nearly graphically complete showing horizontal collection and distribution piping	
<input type="checkbox"/>	Coordinate mechanical, fire protection and plumbing risers with the floor plans	
<input type="checkbox"/>	Coordinate horizontal distribution of major ductwork, plumbing piping, sprinkler mains, etc. with architectural reflected ceiling plans such that the ceiling heights can be confirmed Locate diffusers, light fixtures and other principal devices	
<input type="checkbox"/>	There is enough coordination between the various MEP/FP disciplines to confirm interstitial spaces and large structural openings in slabs and shear walls	
<input type="checkbox"/>	Equipment cuts that are exposed to view in public areas are finalized	
<input type="checkbox"/>	For projects where DD is a preliminary GMP issue, all equipment schedules are completed and a draft technical specification needs to be prepared	
<input type="checkbox"/>	Reaffirm Energy code analysis	
<input type="checkbox"/>	Coordinate Utility requirements	

OTHER CONSULTANTS

<input type="checkbox"/>	Continued coordination with Owner's consultants B101-2007 3.1.2	
<input type="checkbox"/>	All miscellaneous consultant work sufficiently developed that could impact building design, performance and coordination	
<input type="checkbox"/>	Reports, drawings, specifications in line with project schedule requirements	
<input type="checkbox"/>	For high-rise buildings: Prepare wind analysis for building structure	
<input type="checkbox"/>	Elevator consultant reviews and confirms layouts, dimensions for hoistway, pits and machine rooms and prepares specification	

**Name of Project Design
Development**

Quality Management Phase

Project Number:

Date:

Prepared By:

Updated:

Action

Notes

<input type="checkbox"/>	Curtain wall consultant reviews typical wall sections and details, prepares specification sections	
<input type="checkbox"/>	Acoustical consultant reviews development of drawings and prepares a written report covering MEP acoustical isolation, architectural partitions / floor details, etc. Prepares or contributes to acoustical isolation specification	
<input type="checkbox"/>	Obtain report from parking consultant	
<input type="checkbox"/>	Definition of security systems and tele/data including preliminary specifications	
<input type="checkbox"/>	Building maintenance / window washing	
<input type="checkbox"/>	Laboratory, food service, pool, and other specialty consultants	
<input type="checkbox"/>	Finalize LEED or other sustainable requirements	

Deliverables for Phase		
Drawings		
<input type="checkbox"/>	Civil plans, landscape plans and architectural site plans are generally complete	
<input type="checkbox"/>	Plans generally complete	
<input type="checkbox"/>	Reflected ceiling plans of typical areas drawn and coordinated	
<input type="checkbox"/>	Partial elevations drawn with dimensions, notes and sections referenced	
<input type="checkbox"/>	Typical wall sections drawn	
<input type="checkbox"/>	Representative larger scale section details drawn	
<input type="checkbox"/>	Majority of partition types drawn	
<input type="checkbox"/>	Door and room finish schedules for typical areas complete	
<input type="checkbox"/>	Structural plans generally complete; columns, beams, slabs, lateral design elements scheduled and detailed	
<input type="checkbox"/>	MEP/FP plans generally complete, equipment scheduled, riser diagrams generally complete	
<input type="checkbox"/>	Coordination is well underway	
Project Manual		
<input type="checkbox"/>	General statement of purpose of Design Development Package	
<input type="checkbox"/>	Outline Specification expanded or edited down as draft full sections are included	
<input type="checkbox"/>	Draft of select full specification sections	
<input type="checkbox"/>	GMP or early bid packages - the following sections may be required for preliminary bidding; 1) foundation system, 2) structure, 3) major building envelope systems, and 4) elevators	