

CONTRACT DOCUMENTS REVIEW PACKAGE CHECKLIST

Check off each item that is included within the submitted Contract Documents Review Package. Provide a written explanation for any omissions. The following items, in addition to the required items in Design Development, are to be included as a minimum, respective of the project type.

CONFIRMATION

- Written confirmation that items noted by the University staff, in response to the Design Development submittal, have been addressed, and that the Design Development submission has been approved by the Department of Facilities Planning.

GENERAL DESCRIPTION

- Description of construction phasing
- On the Cover Sheet, list applicable building information, to include at a minimum: Codes applicable to project
 - Occupancy
 - Construction Type
 - Occupancy Separation (if required)
 - Area calculations for each space, each floor, and total building
- If multiple bid packages are being used, provide a clear indication of the scope of work for each bid package.
- Identification of construction phasing, including temporary requirements during each phase
- Design intent document (complete design)

SITE

- Show the site in the context of a University of Mississippi Campus Map
- Extent of construction area - See Section 5: Design Considerations and Requirements
- Traffic plan, if existing roads/walks are impacted
- Site development phasing
- Construction site access
- Staging area – Section 5: Design Considerations and Requirements
- Soil erosion control plan for both construction and occupancy periods
- Construction signage
- Pipe sizes
- Connection details
- For details of project sign, see Section 5: Design Considerations and Requirements
- Meter conditions and locations

LANDSCAPING

- Soil preparation and planting specifications
- Guying diagrams

- Piping diagrams
- Pipe sizes
- Landscape details
- Spare sleeve locations for irrigation system

FIRE PROTECTION / LIFE SAFETY PLANS

- This section should be revised as necessary.

BUILDING INTERIOR

- Dimensioned floor plans
- Enlarged plans
- Partition details
- Interior details
- Interior elevations
- Finish and material schedules*
- Care and Maintenance Data
- Specification Sheets for all interior finish materials per schedule.
- Door and hardware schedules**
- Room and informational signage
- Schedule of proposed movable equipment that is NOT indicated on documents (for reference)
- Millwork details as required
- Schedule of lab fixtures (turrets, etc.), if applicable
- Request 9 inch jumbo toilet paper dispensers
- All movable furnishings and artwork shall be independent of the architectural design project, unless instructions are given to the contrary by the Director of Facilities Planning.

* *Discuss finishes and overall color scheme for approval prior to bidding.*

** *Discuss hardware scope; keys and lock types and manufacturer's prior to bidding.*

BUILDING EXTERIOR ENVELOPE

- Roof-mounted equipment
- Roof Plan with details including:
 - Identify materials used, locations of valleys, ridges, cants, saddles, crickets, gutters, downspouts, scuppers; projections through the roof such as skylights, chimneys, exhaust ducts or vents, penthouses, etc., changes in roof elevation; direction and amount of slopes, or other significant conditions.
 - Provide a positive slope of not less than 1/4 inch per foot for all roofs in new construction. Positive drainage is required for all re-roofing work. "Positive drainage" means no standing water on the roof 48 hours after a rain.
- Exterior details
- Flashing details
- Control joint definition and details

- Show exterior lights to be attached to the building including mounting heights

ELEVATORS / LIFTS

- Dimensioned plans
- Sections and details of hydraulic cylinder, if applicable
- Description of shaft sump pit(s)
- Elevator car and equipment support details
- Description of controls and fixtures
- Door and frame details
- Interior details including lighting
- Emergency telephone connection to Central Campus Monitoring System
- Recall, Signage, Keys
- Telephone equipment

STRUCTURAL

- Definition of control joints
- Beam, column and slab schedules
- Mechanical and electrical concrete housekeeping pads
- Foundation details
- Structural details
- Structural notes
- Calculations

HVAC

- One-line flow diagrams for all mechanical systems: chilled water, heating hot water, etc.
- Floor plans with all components and required service access areas drawn to actual scale. On the plans, indicate duct sizes and air flow quantities relative to each room, including CFM in and out of all doors. Indicate location of control panels.
- Phoenix valves and volume control boxes (note that each is to be identified by a unique number assigned by the engineer). Provide a schedule that indicates the control sequence that applies to each room (room number, room description, control sequence number).
- Detailed floor plans of mechanical rooms with all components and required service access areas drawn to actual scale.
- Cross-sections through mechanical rooms and areas where there are installation and/ or coordination issues (tight space, zoning of utilities). Indicate required service access areas.
- In common mechanical space, indication of space zoning by system
- Connection to fire alarm and campus control systems
- Equipment details, including structural support requirements
- Penetration details
- Installation details
- Duct construction schedule (on the drawings), indicating materials and pressure class for each duct system.

- Detailed controls drawings, including clear differentiation of trade responsibility for control, fire, and control power wiring
- Detailed sequences of operation
- Design calculations

PLUMBING AND PIPING

- Water rise diagram, including assumed fixture counts per floor connection
- Waste and vent riser diagrams including assumed fixture counts per floor connection
- Radiation riser diagram
- Central cooling water riser diagram
- Chilled water riser diagram
- Riser diagrams of other plumbing systems, such as natural gas and pure water
- Foundation drains
- Pipe sizes
- Typical plumbing details, including structural support requirements
- Water heating piping detail
- Coil piping detail
- Convector piping detail
- Penetration details
- Design calculations
- Fire Hydrant Locations/Connections
- Existing and/or new water and gas meters shall be indicated on the design documents for new and renovation projects. The meters shall be installed by the General Contractor.

FIRE PROTECTION (MECHANICAL)

- Fire protection service entrance details
- Fire protection plans (including header and riser layout) with indication of any required service access areas
- Pipe sizes
- Typical sprinkler installation details
- Penetration details
- Design calculations
- Stand Pipes

ELECTRICAL – POWER DISTRIBUTION

- Load summary
- Panel schedules
- Details of power service to building and metering
- Power distribution plans that indicated the location of all receptacles
- Plans and details of emergency power generation system and controls

- Connections to other building systems, including fire alarm, HVAC systems, and ADA door openers.
- Details of special terminal devices
- MCC detail
- Penetration details
- Design calculations
- New and/or existing electrical meters shall be indicated on the design documents for new and renovation projects. Meters shall be installed by the General Contractor.

ELECTRICAL – LIGHTING

- Lighting plans of all areas
- Control diagrams
- Installation details, including structural support requirements
- Design calculations

ELECTRICAL – FIRE ALARM

- Indication of connection to fire alarm, HVAC and central campus monitoring systems
- Connection details
- Key Boxes, Building/Panel Access
- Refer to Section 6 Forms - "Risk Management Procedures" for fire alarm installations.
- Refer to Section 5 "Fire Alarm System; Record of Completion." To be included in construction documents and shall be completed and submitted by Fire Alarm provider.

ELECTRICAL – COMMUNICATIONS (including Voice, Data, Video, and A/V Systems)

- Communications plans that indicate the location of all voice, data, video outlets, including elevator connections.
- Details of telecommunications service to building
- Backboard layout and connection diagrams
- Cable schedule
- Connection details
- Structural support requirements
- Audio/visual equipment list
- Audio/visual system riser diagram(s)
- Network and Server Rooms
- Refer to Section 5 "Standards for telecommunications wiring.

ELECTRICAL – SECURITY SYSTEMS

- Riser diagrams
- Equipment closet layout and elevations
- Concealed and exposed raceways
- Installation details

SPECIFICATIONS

- Complete specifications, including Bid Documents and General Conditions
- During the review of the Construction Documents submittal, the review staff shall utilize the project specifications, as necessary, for confirmation of code compliance. The specifications shall contain complete information to complement the drawings, fully describing and defining all equipment, materials, workmanship, methods, and procedures to be included in the contract or project. The specifications are to be finalized to the extent necessary for bidding; therefore, they should also include the intended contract documents and descriptions of bid alternates, if any are proposed.
- The specifications shall be written for the specific project. Specifications having inapplicable sections, superfluous data, or omissions, are unacceptable. Specifications for separate, unrelated projects should not be combined.
- The Design Professional shall provide the Facilities Planning Department with specifications in a 3-ring binder, in addition to any required bound copies.

COST

- Updated construction cost estimate by materials, including all necessary Allowances. The only Allowances allowed shall be for access controls and mechanical controls. Note – Contract Document Phase shall not be considered completed until the Design Professional construction submits their updated preliminary cost estimate.
- Coordinate the Design Professional’s construction cost estimate with the “Project Budget Sheet” issued by Facilities Planning.

SUBMITTALS

- All movable furnishings and artwork shall be independent of the architectural design project, unless instructions are given to the contrary by the Director of Facilities Planning.
- At the conclusion of Construction Documents Phase, two (2) sets of documents shall be submitted to the Department of Facilities Planning for review.

I, _____, attest that the above minimum requirements are provided within the Contract Documents Review Package, or that an explanation has been provided.

Signature _____ Date

Printed Name

- END OF CONTRACT DOCUMENTS PHASE REVIEW PACKAGE CHECKLIST -