

Example of Tab [A-Info, Phases, Recip.]

Required Phases and Delivery Requirements

Master Template last updated on: 10/05/2018

10/5/2018		Davenport Hall Addition & Remodel - Example				U12345									
Date	Construction Delivery Method	Project Name				Project #									
0001	Remodeling/Addition	Jane Doe				John Smith									
Bldg #, Lot or Utility	Construction Type	Planner				Project Manager / Coordinator									
	Silver - Certified	Planner				Project Manager / Coordinator									
	LEED Goal	USE TAB C				USE TAB C									
	Submittal Applies? ----->	Conceptualization				Design				Construction					
		Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes				
Recipient & Applicability	Concept DRAFT	No	No	No	Concept FINAL	SD	DD	50% CD	95% CD	Bid & Award	Const.	Closeout	Post Const.	Size	
Yes	F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	PR, e	PR, e	PR, e	PR, e	PR, e	e, D, PBOD	e, PM, D	e, PM, D	e, PM, D	e, PM, D	-	-	-	half-size
	115 or 141 PPSB (MC-800) ⁽¹⁾	# of each as indicated above				# of each as indicated above				# of each as indicated above					
Yes	Design & Construction Submittal Receiving	2PR, 2PC*, CD	2PR, 2PC*, CD	2PR, 2PC*, CD	2PR, 2PC*, CD	PR, PC*, CD	PBOD*, PC*, D, CD	PBOD*, PC*, FB*, PM, D, CD	PBOD*, PC*, FB*, PM, D, CD	PBOD*, PC*, FB*, PM, D, CD	PBOD*, PC*, FB*, PM, D, CD	-	PBOD*, PC*, FB*, PM, D, CD	-	
	117 PPSB (MC-800) Facilities & Services University of Illinois 1501 S. Oak St. Champaign, IL 61820	# of each as indicated above					Each as indicated above, except: 1 PM, 1 D half-size, 1 CD				Each as indicated above, except: 1 PM, 1 D half-size, 1 CD				As indicated
Yes	Code Compliance: Craig Grant <cpggrant@illinois.edu>	e, PR	e, PR	e, PR	e, PR	e, PR	e, D, PC*, PBOD*	e, D, PC*, PBOD*	e, D, PC*, PBOD*	e, D, PC*, PBOD*	e, D, PC*, PBOD*	-	-	-	half-size
	132A PPSB (MC-800) ⁽¹⁾	# of each as indicated above				# of each as indicated above				# of each as indicated above					
Yes	Technology Services (CITES) Plant Design: Vince Tutich <vgtutich@illinois.edu>	e, PR	e, PR	e, PR	e, PR	e, PR	e, D	e, D	e, D	e, D	e, D	-	e, D	-	FULL SIZE
	2434 Digital Comp. Lab (MC-256) 1304 W. Springfield Ave. Urbana, IL 61801	# of each as indicated above. May have e-copy access through FIR.					# of each as indicated above. May have e-copy access through FIR.				# of each as indicated above. May have e-copy access through FIR.				
Yes	Technology Services - Service/Project Management Office (formerly CITES CCME) :	e	e	e	e	e	e	e	e	e	e	-	e	-	
Yes	Division of Public Safety:	e	e	e	e	e	e	e	e	e	e	-	e	-	
Yes	Parking Department:	e	e	e	e	e	e	e	e	e	e	-	e	-	
Yes	Project Department(s): Provost Office	1 PR, E	±PR, E	±PR, E	±PR, E	1 PR, E	E, D, PM	E, D, PM	E, D, PM	E, D, PM	E, D, PM	-	-	-	Half Size
	Campus Building, Suite 123 1234 Wright St. Champaign, IL 61820	# of each as indicated above					# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				
Yes	Project College (as applicable): LAS	1 PR, E	±PR, E	±PR, E	±PR, E	1 PR, E	E, D, PM	E, D, PM	E, D, PM	E, D, PM	E, D, PM	-	E, D, PM	-	Half Size
	Campus Building, Suite 345 1234 Wright St. Champaign, IL 61820	# of each as indicated above					# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				
Yes	Other: Campus Historic Preservation Officer	1 PR, E	±PR, E	±PR, E	±PR, E	1 PR, E	E, D, PM	E, D, PM	E, D, PM	E, D, PM	E, D, PM	-	-	-	Half Size
	Facilities & Services 1501 S. Oak St. Champaign, IL 61820	# of each as indicated above					# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				

Key: CD = mailed CD or DVD with pdf and all native files (cad, word, excel, etc.) D = paper Drawings, E = emailed pdfs or link to files, e = access to F&S files, PR = paper Report, PBOD = paper Basis of Design, PC = paper Calcs / Info, FB = hard copy Finishes & FF&E Binder/Boards, PM = paper Project Manual * = As Applicable
FOR ITEMS IN SUBMITTALS NOT ADDRESSED IN TABLE OR KEY ABOVE - See PSC Transmittal Guidance from PM/Planner

(1) Address is: Facilities & Services, University of Illinois, 1501 S. Oak St., Champaign, IL 61820
 PSC mails or delivers directly to recipients with specific cover sheets. PSC shall use Transmittal Guidance provided by PM/Planner and the "PROJECT SUBMITTAL REQUIREMENTS".

Transmittal sheets shall include (at a minimum):

- o U of I Planner and/or PM names
- * o UIUC Official project title
- * o UIUC project number
- * o Building Name & Number or Utility Name
- * o Submittal Date & Phase (SD, DD, 50% CD, etc....) or Report of Concept. Phase (50% Draft, 95% Draft, Final Report, etc....)

Drawing Sheets shall include (at a minimum):

- o "*" Items from above.
- o Drawing Titles & Drawing Numbers designated by Discipline
- o Refer to latest version of PROJECT SUBMITTAL REQUIREMENTS

BOD, Binders, Manuals, Reports, etc. COVER shall include (at a minimum):

- o UIUC project number
- o Full official UIUC project title
- o Building Name and Building #, or Utility Name
- o Date
- o Phase (###%, Draft, etc.).
 i.e. : Final report(s) shall say "Final" & at closeout, shall say "Record"
- o Volume

Study, Concept, Design or Construction Project CD contents :

- o Paper Copies of Manuals/Reports, separate narratives, or reports shall be comb bound.
- o Paper Copies of Plan sets shall be bound and stapled
- o Compact Disk (CD) should contain:
 * 1 copy of complete of each: BOD, Calcs, Manual, Drawings, etc... in pdf (one file, cover to cover)
 * 1 copy of all native files (whether Word, cad, excel, photoshop, image, etc.)

Compact Disk (CD) cover contents should conform to :

Refer to latest version of "PROJECT SUBMITTAL REQUIREMENTS"
<http://www.fs.illinois.edu/docs/default-source/FIR/project-submittal-requirements.pdf>

BOD, Binders, Manuals, Reports, etc. PAGES shall include (at a minimum):

- o Page # of total Pages in section.
- o UIUC project number
- o Full official UIUC project title
- o Date
- o Phase (###%, Draft, etc.).
 i.e. : Final report(s) shall say "Final" & at closeout, shall say "Record"
- o Section headings for appendices, Exhibits, or attachments

Master Template last updated on: 10/05/2018

Example of Tab [C-Design&Const]

Date: 10/5/2018

Last Edit by: Planner

Last Editor's Name:

Jane Doe

Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example										
Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No										
00	01	02	03	04	05	06	07	08	Master Template last updated on: 10/05/2018	
Conceptualization - Not Basic Services	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	Post-Construction-Not Basic	General Item Name <i>(completeness level would be specific to phase)</i> <i>(Item's with only one * - Updates beyond first listed phase)</i>	Basic Services? <i>(N = Suppl. or</i>
Y	Y	Y	Y	Y	Y	Y	Y	Y	00. * Minimum List of Deliverables	Y
Y	Y	Y	Y	Y	Y	N	N	N	01. Construction Cost Estimate <i>Estimates for all ADA upgrades and deficiency corrections shall be broken out in an additional estimate</i>	Y
Y	Y	Y	Y	Y	Y	N	N	N	02. * Project Schedule	Y
Y	Y	Y	Y	Y	Y	N	N	N	03. Written Response to Comments	Y
Y	Y	Y	Y	Y	Y	N	Y	N	04a. * Basis of Design (BOD)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Project Description	Y
Y	Y	Y	N	N	N	N	N	N	* Program Needs Assessment	Y
Y	Y	Y	N	N	N	N	N	N	* Program Summary / Analysis	Y
Y	Y	Y	N	N	N	N	N	N	* Major Project Goals; Objectives; and Design Requirements	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Special Considerations	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Code Analysis - As Applicable	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Permit Analysis - As Applicable	Y
Y	Y	Y	Y	Y	Y	N	Y	N	Variances - As Applicable	Y
Y	Y	Y	N	N	N	N	N	N	* Results of itemized Area Analysis Comparing the Net-to-Gross Square Feet - Per Floor; Per Assembly Space; and Per Building as applicable	Y
Y	Y	N	N	N	N	N	N	N	* Room Type Alternative Concepts	Y
Y	Y	N	N	N	N	N	N	N	Design Concept(s)	Y
Y	N	N	N	N	N	N	N	N	Master Plan Impact and Options	Y
Y	Y	N	N	N	N	N	N	N	<i>Required adjacent property acquisitions</i>	N
N	N	N	N	N	N	N	N	N	<i>CUSTOM ROW - OPTIONAL CLIENT ITEM</i>	N
Y	Y	Y	Y	Y	Y	N	Y	N	* Building & Site Systems Narratives <i>Under separate bound cover, any detailed results, reports, surveys, tests, etc... for existing systems verification.</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Site / Civil / Landscape - Storm Water Management for changes in impervious area **(List assumptions for mitigation. Verify existing system. Any outlet into field tiles must be verified for size, location, and condition)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Site / Civil / Landscape - Bike Parking, Vehicle Parking, Driveways, Multimodal Transportation</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Site / Civil / Landscape - Waste & Recycling Hauling, Service Access, & Loading Zones</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Site / Civil / Landscape - Sidewalks, Plazas, Landscape</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Site / Civil / Landscape - Demolition & Site Clearing</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Site / Civil / Landscape - Utility Relocations</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Site / Civil / Landscape - Utility Abandonments</i>	Y
N	N	N	N	N	N	N	N	N	<i>Site / Civil / Landscape - CUSTOM</i>	N
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Architectural - Demolition(s)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Architectural - Space Use</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Architectural - Historical Preservation</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Architectural - Building Envelope **(existing systems verification recommended on renovations)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Architectural - Interiors</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Architectural - Interior and Exterior Signage</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Architectural - Elevators **(existing systems verification recommended on renovations)</i>	N
N	N	N	N	N	N	N	N	N	<i>Architectural - CUSTOM</i>	N
N	N	N	N	N	N	N	N	N	<i>Architectural - CUSTOM</i>	N
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Structural - Demolition(s)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Structural - Gravity Loads</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Structural - Lateral loads and force resisting systems</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Structural - Foundation Systems</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Structural - Block, concrete, & steel **(existing systems verification recommended on renovations)</i>	Y
Y	Y	Y	N	N	N	N	N	N	<i>Structural - Craning considerations / limitations</i>	Y
N	N	N	N	N	N	N	N	N	<i>Structural - CUSTOM</i>	N
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Plumbing - General System(s) - **(verify existing system for renovations)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Plumbing - Demolition(s)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Plumbing - Fixtures **(Fixture Unit Analysis as verification of existing systems on renovations)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Plumbing - Air/Gas **(verify existing system for renovations)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Plumbing - Water **(verify existing system for renovations)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Plumbing - Sanitary **(verify existing system for renovations)</i>	Y
N	Y	Y	N	N	N	N	N	N	<i>Plumbing - Cut Sheets or Product Data Sheets on Plumbing Fixtures</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Fire Suppression System(s) **(verify existing system for renovations)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Heating - General System(s) **(verify existing system for renovations)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Heating - Demolition(s)</i>	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* <i>Heating - Gas (and verify existing system for renovations)*</i>	Y

Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example

Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No

Master Template last updated on: 10/05/2018

00	01	02	03	04	05	06	07	08	General Item Name (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)	Basic Services? (N = Supp. or
Conceptualizat on - Not Basic Services	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	Post Construction- Not Basic		
Y	Y	Y	Y	Y	Y	N	Y	N	* Heating - Steam (and verify existing system for renovations)*	Y
Y	N	N	N	N	N	N	N	N	* Heating - Alternative system configurations	N
Y	Y	Y	Y	Y	Y	N	Y	N	* Ventilation - General System(s) **(verify existing system for renovations)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Ventilation - Demolition(s)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Ventilation - Refrigeration Systems **(verify existing system for renovations)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Ventilation - Chilled Water **(verify existing system for renovations)	Y
Y	N	N	N	N	N	N	N	N	* Ventilation - Alternative system configurations	N
Y	Y	Y	Y	Y	Y	N	Y	N	* Electrical - General System(s) **(verify existing system for renovations)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Electrical - Demolition(s)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Electrical - Lighting **(verify existing system for renovations)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Electrical - Elevators **(verify existing system for renovations)	N
Y	Y	Y	Y	Y	Y	N	Y	N	* Electrical - Lightning Protection System(s) **(verify existing system for renovations)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Electrical - Fire Alarm System(s) **(verify existing system for renovations)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Electrical - Emergency Generator systems to support **(verify existing systems for renovations)	Y
N	Y	Y	N	N	N	N	N	N	* Electrical - Cut Sheets or Product Sheets on Lighting fixtures	Y
≠	≠	≠	≠	≠	≠	≠	≠	≠	≠ Electrical - CUSTOM	≠
Y	Y	Y	Y	Y	Y	N	Y	N	* Building Automation Systems- General - **(verify existing system for renovations)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Building Automation Systems - Demolition(s)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Building Automation Systems - Systems Network Architecture	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Building Automation Systems - HVAC Temperature Controls System(s)	Y
≠	≠	≠	≠	≠	≠	≠	≠	≠	≠ Building Automation Systems - CUSTOM	≠
Y	Y	Y	Y	Y	Y	N	Y	N	* Access Controls - General Systems	Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Access Controls - Demolition(s)	Y
≠	≠	≠	≠	≠	≠	≠	≠	≠	≠ Access Controls - CUSTOM	≠
Y	Y	Y	Y	Y	Y	N	Y	N	* Telecom - General Systems	N
Y	Y	Y	Y	Y	Y	N	Y	N	* Telecom - Demolition(s)	Y
≠	≠	≠	≠	≠	≠	≠	≠	≠	≠ Telecom - CUSTOM	≠
Y	Y	Y	Y	Y	Y	N	Y	N	* Audio Visual - General Systems	N
Y	Y	Y	Y	Y	Y	N	Y	N	* Audio Visual - Demolition(s)	Y
≠	≠	≠	≠	≠	≠	≠	≠	≠	≠ Audio Visual - CUSTOM	≠
≠	≠	≠	≠	≠	≠	≠	≠	≠	≠ CUSTOM ROW - OPTIONAL CLIENT ITEM	≠
≠	≠	≠	≠	≠	≠	≠	≠	≠	≠ CUSTOM ROW - OPTIONAL CLIENT ITEM	≠
Y	Y	Y	Y	Y	Y	N	Y	N	04b. Project Applicable Information / Calculations	Y
N	Y	Y	Y	Y	Y	N	Y	N	Occupancy calculations between existing and proposed; breaking down the FTE	Y
N	Y	Y	N	N	N	N	N	N	Soil Borings and Soils Report	Y
N	Y	Y	Y	Y	Y	N	Y	N	Stormwater Runoff Rate Calculation/Model Results and Water Detention	Y
N	Y	Y	Y	Y	Y	N	Y	N	Asbestos and Lead Survey and Recommendations	N
N	Y	Y	N	N	N	N	N	N	Results of Hazardous Materials Testing and Hazardous Materials Mediation Plan	N
N	Y	Y	N	N	N	N	N	N	EPA & State Permits (including but not limited to SWPPP)	Y
N	Y	Y	Y	Y	Y	N	N	N	Safety & Compliance / Environmental - Checklist	Y
N	N	Y	Y	Y	Y	N	Y	N	Excel files of all equipment schedules for all disciplines.	Y
Y	Y	Y	N	N	N	N	N	N	Results of existing exterior envelope material tests or strengths (i.e. brick and mortar tests, pull tests of existing mechanical fasteners, etc...)	N
Y	Y	Y	N	N	N	N	N	N	Results of any existing structural materials tests or verification / scans of structure layout.	N
N	Y	Y	Y	Y	Y	N	Y	N	Summary of floor analysis for required strengthening (for new walls, materials, mechanical equipment change in use).	Y
N	Y	Y	Y	Y	Y	N	Y	N	Summary of lateral force resisting systems (for new tributary load or compromising of existing system).	Y
Y	Y	Y	Y	Y	Y	N	Y	N	LEED Version (v4) Prerequisites Narrative	Y
Y	Y	Y	Y	Y	Y	N	Y	N	LEED Minimum Silver or better Registration (>10,000 sqft and/or Capital Projects >= \$5million; Major renovations or New Construction)	Y
Y	Y	Y	Y	Y	Y	N	Y	N	LEED Project Checklist - (previously referred to as LEED Scorecard)	Y
N	Y	Y	Y	Y	Y	N	Y	N	Energy Model (per ASHRAE 90.1, version from 2013)	Y
N	Y	Y	Y	Y	Y	N	Y	N	Life Cycle Cost Analysis for selected systems (for projects exceeding 25,000 SF)	Y
N	Y	Y	Y	Y	Y	N	Y	N	Energy Budget	Y
N	Y	Y	Y	Y	Y	N	Y	N	Utilities Peak Load Estimates	Y
N	N	N	N	N	Y	N	Y	N	Chilled Water Capacity Charge form	Y
N	Y	Y	Y	Y	Y	N	Y	N	Energy Standards - proof of compliance	Y
N	Y	Y	Y	Y	Y	N	Y	N	Hydraulic Analysis for water and waste - ** calculations available upon request	Y
N	Y	Y	Y	Y	Y	N	Y	N	Hydraulic Analysis for fire protection - ** calculations available upon request	Y
N	N	N	N	N	N	N	Y	N	Harmonic Analysis Report for VFDs (N/A till construction)	Y
N	Y	Y	Y	Y	Y	N	Y	N	Results of Emergency Generator Load Calculation - ** calculations available upon request	Y
≠	≠	≠	≠	≠	≠	≠	≠	≠	≠ CUSTOM ROW - OPTIONAL CLIENT ITEM	≠
N	Y	Y	Y	Y	Y	N	Y	N	Results of Transformer Load Calculation - ** calculations available upon request	Y
N	Y	Y	Y	Y	Y	N	Y	N	Results of Short-Circuit (Fault) Analysis of Building Electrical System- ** calculations available upon request	Y

Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example										
Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No										
00	01	02	03	04	05	06	07	08	General Item Name (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)	Basic Services? (N = Suppl. or
Conceptualizat on - Not Basic Services	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	POST Construction- Not Basic		
N	Y	Y	Y	Y	Y	N	Y	N	Extensions of Primary Electrical Distribution-** calculations available upon request	Y
N	N	Y	Y	Y	Y	N	Y	N	Results of Proposed Lighting Power Density Calculation (output from COMcheck software or similar) showing Compliance with Energy Codes and Standards -** calculations available upon request	Y
N	N	Y	Y	Y	Y	N	Y	N	Results of Point-by-Point Exterior Lighting Calculations Showing Compliance with IESNA Recommendations	Y
N	N	Y	Y	Y	Y	N	Y	N	Results of Point-by-Point Interior Lighting Calculations for Each Typical Space	Y
N	N	Y	Y	Y	Y	N	Y	N	Extensions of Primary Building Automation Systems	Y
N	Y	Y	Y	N	N	N	N	N	IDNR Consultation (EcoCAT and results)	Y
N	N	N	N	N	N	N	N	N	Results of Environmental Impact Assessments or Statements	N
N	N	N	N	N	N	N	N	N	Results of Archeological Field Reports or Assessments	N
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
N	N	Y	Y	Y	Y	N	Y	N	05a. Ext. & Int. Finishes Binder(s)/Finishes Board(s)	Y
N	N	Y	Y	Y	Y	N	Y	N	Product Samples of Floor Coverings, Wall Covering, Window Treatment, Ceiling Tile, etc...	Y
N	N	Y	Y	Y	Y	N	Y	N	Paint selections and combinations	Y
N	N	Y	Y	N	N	N	N	N	PSC contracted mock-ups to match existing brick	N
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
N	N	Y	Y	Y	Y	N	Y	N	05b. Furnitures, Fixtures, and Equipment Binder(s)	N
N	N	Y	Y	Y	Y	N	Y	N	Cut Sheets	N
N	N	Y	Y	Y	Y	N	Y	N	Product Samples	N
N	N	Y	Y	Y	N	N	N	N	"Furniture Information Form" (electronic)	N
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
N	Y	Y	Y	Y	Y	Y	Y	N	06. Project Manual	Y
N	N	N	N	Y	Y	N	N	N	Summary of Changes by Discipline (beyond corrections from comments) - UNDER SEPARATE COVER & NOT BOUND WITH MANUAL.	Y
N	N	N	N	Y	Y	N	N	N	Checklist for specification sections with submittals required (materials, shop drawings, calcs, etc...) - UNDER SEPARATE COVER & NOT BOUND WITH MANUAL.	Y
N	N	N	Y	Y	Y	Y	Y	N	Front End Documents [Div 00]	Y
N	Y	Y	N	N	N	N	N	N	Outline Specifications (CSI Format)	Y
N	N	N	Y	Y	Y	Y	Y	N	Technical Specifications [Div 01 and after]	Y
N	N	Y	Y	Y	Y	Y	Y	N	FF&E Outline Specification for at least 2 competitor packages	N
N	N	Y	Y	Y	Y	Y	Y	N	Voice/Data Communications System Requirements	N
N	N	Y	Y	Y	Y	Y	Y	N	AV Systems Requirements, including Millwork, Associated Cooling, Power, Grounding, Data / Telecomm, Acoustics & Noise Control, and Lighting System. Cables Identified by Manufacturer/Model Number.	N
N	N	N	Y	Y	Y	Y	Y	N	Soil Borings and Soils Report (With Applicable Section)	Y
N	N	N	Y	Y	Y	Y	Y	N	Results of Hazardous Materials Testing and Hazardous Materials Mediation Plan (With Applicable Section)	N
N	N	Y	Y	Y	Y	Y	Y	N	EPA & State Permits (With Applicable Section)	Y
N	N	N	Y	Y	Y	Y	Y	N	Results of flow testing (With Applicable Section)	Y
N	N	N	Y	Y	Y	Y	Y	N	Results of existing exterior envelope material tests or strengths (With Applicable section)	Y
N	N	N	Y	Y	Y	Y	Y	N	Results of any existing structural materials tests or verification / scans of structure layout. (With Applicable section)	Y
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
N	Y	Y	Y	Y	Y	Y	Y	N	07a. Drawing Set	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Title Sheet	Y
N	N	Y	Y	Y	Y	Y	Y	N	Code Compliance	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Life Safety	Y
N	N	Y	Y	Y	Y	Y	Y	N	General Project Info	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Asbestos, Lead Based Paint, & Hazardous Materials Drawings	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Asbestos Removal, Remediation, Containment	N
N	Y	Y	Y	Y	Y	Y	Y	N	Lead Based Paint Removal, Remediation, Containment	N
N	Y	Y	Y	Y	Y	Y	Y	N	Other Hazardous Materials Removal, Remediation, Containment	N
N	Y	Y	Y	Y	Y	Y	Y	N	Site, Civil, & Landscape Drawings	Y
N	N	N	N	N	N	N	N	N	CUSTOM Site / Civil / Landscape	N
N	N	N	N	N	N	N	N	N	CUSTOM Site / Civil / Landscape	N
N	Y	Y	Y	Y	Y	Y	Y	N	Civil, Site, Landscape Symbols, Abbreviations, and General Notes	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Site Clearing, Demolitions, & Abandonments	Y

Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example

Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No

Master Template last updated on: 10/05/2018

00	01	02	03	04	05	06	07	08	General Item Name <i>(completeness level would be specific to phase)</i> <i>(Item's with only one * - Updates beyond first listed phase)</i>	Basic Services? <i>(N = Suppl. or</i>
Conceptualizat on - Not Basic Services	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	POST Construction- Not Basic		
N	Y	Y	Y	Y	Y	Y	Y	N	Site Plan (show tree protection if not yet shown in laydown plan)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Storm Water Detention Plan	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Pavement, Sidewalks, and/or Utility Sections	Y
N	N	Y	Y	Y	Y	Y	Y	N	Utility Relocations	Y
N	N	Y	Y	Y	Y	Y	Y	N	Utility Site Plan and Details	Y
N	N	Y	Y	Y	Y	Y	Y	N	Traffic Control Plans - Vehicular & Pedestrian	Y
N	N	N	Y	Y	Y	Y	Y	N	Construction Layout/Laydown Plan with tree protection	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Landscape Plan	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Architectural Drawings	Y
N	N	N	N	N	N	N	N	N	CUSTOM Architectural	N
N	N	N	N	N	N	N	N	N	CUSTOM Architectural	N
N	Y	Y	Y	Y	Y	Y	Y	N	Architectural Symbols, Abbreviations, and General Notes	Y
N	Y	Y	N	N	N	N	N	N	Renderings	Y
N	N	Y	Y	Y	Y	Y	Y	N	Demolition(s)	Y
N	N	Y	Y	Y	Y	Y	Y	N	Floor Plans - Large Scale	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Floor Plans	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Roof Plan	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Building Elevations - Exterior	Y
N	N	Y	Y	Y	Y	Y	Y	N	Transverse and Longitudinal Sections	Y
N	N	Y	Y	Y	Y	Y	Y	N	Wall Sections - All Major Exterior	Y
N	N	N	Y	Y	Y	Y	Y	N	Partial Sections and Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Wall / Window Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Sections through Elevators	Y
N	N	N	Y	Y	Y	Y	Y	N	Exterior Wall and Roof Details	Y
N	N	Y	Y	Y	Y	Y	Y	N	Reflected Ceiling Plan	Y
N	N	Y	Y	Y	Y	Y	Y	N	Interior Elevations and Details	Y
N	N	Y	Y	Y	Y	Y	Y	N	Door/Hardware; Room Finish; Window; and Equipment Schedules	Y
N	N	Y	Y	Y	Y	Y	Y	N	Interior Partition Types; Door and Window Details	Y
N	N	Y	Y	Y	Y	Y	Y	N	Interior Signage	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Fixed Equipment; Casework; and Millwork	N
N	N	Y	Y	Y	Y	Y	Y	N	FF&E Plans	N
N	N	N	N	N	N	N	N	N	CUSTOM Architectural	N
N	Y	Y	Y	Y	Y	Y	Y	N	Structural Drawings	Y
N	N	N	N	N	N	N	N	N	CUSTOM Structural	N
N	N	N	N	N	N	N	N	N	CUSTOM Structural	N
N	Y	Y	Y	Y	Y	Y	Y	N	Structural Symbols, Abbreviations, Code Information, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Structural Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Foundation Plan	Y
N	N	Y	Y	Y	Y	Y	Y	N	Foundation to wall connections (bolted/reinforcing bar dowels)	Y
N	N	Y	Y	Y	Y	Y	Y	N	Column and Base Plate Schedule	Y
N	N	Y	Y	Y	Y	Y	Y	N	Foundation Individual Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Structural Masonry Wall Plan	Y
N	N	Y	Y	Y	Y	Y	Y	N	Structural Masonry Details	Y
N	N	Y	Y	Y	Y	Y	Y	N	Lintel Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Lateral Force Resisting System Plan and Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Floor Framing Plans	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Roof Framing Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Plumbing Drawings	Y
N	N	N	N	N	N	N	N	N	CUSTOM Plumbing	N
N	N	N	N	N	N	N	N	N	CUSTOM Plumbing	N
N	Y	Y	Y	Y	Y	Y	Y	N	Plumbing Symbols, Abbreviations, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Plumbing Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Plumbing Floor Plans and Roof Plan	Y
N	N	Y	Y	Y	Y	Y	Y	N	Plumbing Sanitary, Vent, Storm, Water Riser Diagram	Y
N	N	Y	Y	Y	Y	Y	Y	N	Plumbing Details and Sections	Y
N	N	Y	Y	Y	Y	Y	Y	N	Plumbing Fixture Schedule	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Fire Protection / Fire Suppression Drawings	Y
N	N	N	N	N	N	N	N	N	CUSTOM Fire Suppression	N
N	N	N	N	N	N	N	N	N	CUSTOM Fire Suppression	N
N	Y	Y	Y	Y	Y	Y	Y	N	Sprinkler System Symbols, Abbreviations, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Sprinkler System Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Sprinkler System Floor Plans	Y
N	N	Y	Y	Y	Y	Y	Y	N	Sprinkler System Flow and Riser Diagrams	Y
N	N	Y	Y	Y	Y	Y	Y	N	Sprinkler/Fire Pump Room Large Scale Plan	Y
N	N	Y	Y	Y	Y	Y	Y	N	Sprinkler System Equipment Schedule	Y
N	N	N	Y	Y	Y	Y	Y	N	Sprinkler System Details and Sections	Y

Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example

Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No

Master Template last updated on: 10/05/2018

00	01	02	03	04	05	06	07	08	General Item Name (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)	Basic Services? (N = Suppl. or
Conceptualizat on - Not Basic Services	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	POST Construction- Not Basic		
N	Y	Y	Y	Y	Y	Y	Y	N	Heating Drawings	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Heating	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Heating	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Heating and A/C Symbols, Abbreviations, and General Notes	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Heating and A/C Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Heating and A/C Floor Plans	Y
N	N	Y	Y	Y	Y	Y	Y	N	Heating and Cooling Piping Isometrics/Flow Diagrams	Y
N	N	Y	Y	Y	Y	Y	Y	N	Heating and A/C Large Scale Mechanical Room Plans	Y
N	N	Y	Y	Y	Y	Y	Y	N	Heating and A/C Equipment Schedule	Y
N	N	Y	Y	Y	Y	Y	Y	N	Heating and A/C Details and Sections	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Ventilation Drawings	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Ventilation	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Ventilation	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Ventilation Symbols, Abbreviations, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Ventilation Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Ventilation Floor Plans	Y
N	N	Y	Y	Y	Y	Y	Y	N	Ventilation Air Flow Diagrams	Y
N	N	Y	Y	Y	Y	Y	Y	N	Ventilation Large Scale Mechanical Room Plans	Y
N	N	Y	Y	Y	Y	Y	Y	N	Ventilation Details and Sections	Y
N	N	Y	Y	Y	Y	Y	Y	N	Ventilation Equipment Schedule	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Temperature Control Drawings	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Temperature Control	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Temperature Control	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Temperature Control Symbols, Abbreviations, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Temperature Control Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Temperature Control Floor Plans	Y
N	N	Y	Y	Y	Y	Y	Y	N	Temperature Control Sequences, Schedules, and Diagrams	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Electrical Drawings	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Electrical	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Electrical	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Electrical Symbols, Abbreviations, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Electrical Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Electrical Floor Plans w/ Devices for Power	Y
N	N	Y	Y	Y	Y	Y	Y	N	Electrical Lighting Plans; Power Plans	Y
N	N	N	Y	Y	Y	Y	Y	N	Electrical Primary Feed Diagrams	Y
N	N	N	Y	Y	Y	Y	Y	N	Electrical Feeder Schedule	Y
N	N	N	Y	Y	Y	Y	Y	N	Electrical Secondary Riser Diagrams	Y
N	N	N	Y	Y	Y	Y	Y	N	Electrical Power Distribution Schedule	Y
N	N	N	Y	Y	Y	Y	Y	N	Electrical Grounding Riser Diagram	Y
N	N	N	Y	Y	Y	Y	Y	N	Electrical Details	Y
N	N	N	Y	Y	Y	Y	Y	N	Electrical Fixture Schedule and Equipment	Y
N	N	N	Y	Y	Y	Y	Y	N	Electrical Lightning Protection Sections / Diagrams	Y
N	N	N	Y	Y	Y	Y	Y	N	Electrical Lightning Protection Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Fire Alarm Drawings	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Fire Alarm	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Fire Alarm	Y
N	N	Y	Y	Y	Y	Y	Y	N	Fire Alarm Symbols, Abbreviations, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Fire Alarm Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Fire Alarm Floor Plans	Y
N	N	N	Y	Y	Y	Y	Y	N	Fire Alarm Riser Diagrams and Connections	Y
N	N	N	Y	Y	Y	Y	Y	N	Fire Alarm Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Building Automation Systems Drawings (HVAC Instrumentation and Control)	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Building Automation Systems	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Building Automation Systems	Y
N	N	Y	Y	Y	Y	Y	Y	N	Building Automation Symbols, Abbreviations, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Building Automation Systems Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Building Automation Floor Plans and Approximate Control Panel Locations & Other Instruments or Device Locations	Y
N	N	Y	Y	Y	Y	Y	Y	N	Building Automation Systems Diagrams, Points List (Diagrammatical or Spreadsheet), Device Schedule, and Sequences of Operation	Y
N	N	N	Y	Y	Y	Y	Y	N	Building Network Connections and Integration	Y
N	N	N	Y	Y	Y	Y	Y	N	Temperature Controls Building Automation Systems - Sequence of Operation	Y
N	N	N	Y	Y	Y	Y	Y	N	Building Automation Systems Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Access Controls Drawings	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Access Controls	Y
Y	Y	Y	Y	Y	Y	Y	Y	Y	CUSTOM Access Controls	Y

Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example										
Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No										
Master Template last updated on: 10/05/2018										
00	01	02	03	04	05	06	07	08	General Item Name (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)	Basic Services? (N = Suppl. or
Conceptualizat on - Not Basic Services	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	POST Construction- Not Basic		
N	N	Y	Y	Y	Y	Y	Y	N	Access Control Symbols, Abbreviations, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Access Control Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Access Control Floor Plans	Y
N	N	Y	Y	Y	Y	Y	Y	N	Access Control Logic Diagrams, Points Lists and Device Schedule	Y
N	N	N	Y	Y	Y	Y	Y	N	Access Control Details	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Telecom Drawings	Y
N	N	N	N	N	N	N	N	N	CUSTOM Telecom	N
N	N	N	N	N	N	N	N	N	CUSTOM Telecom	N
N	N	Y	Y	Y	Y	Y	Y	N	Telecom Symbols, Abbreviations, and General Notes	Y
N	N	Y	Y	Y	Y	Y	Y	N	Telecom Demolition(s)	Y
N	Y	Y	Y	Y	Y	Y	Y	N	Telecom/Data Floor Plans w/ Devices	Y
N	N	N	Y	Y	Y	Y	Y	N	Telecom/Data Raceway Distribution	Y
N	N	Y	Y	Y	Y	Y	Y	N	Telecom/Data Riser Diagram	Y
N	N	N	Y	Y	Y	Y	Y	N	Telecom/Data Details and Sections	Y
N	N	Y	Y	Y	Y	Y	Y	N	Audio Visual Drawings	N
N	N	Y	Y	Y	Y	Y	Y	N	Audio Visual Symbols, Abbreviations, and General Notes	N
N	N	Y	Y	Y	Y	Y	Y	N	A/V Demolition(s)	N
N	N	Y	Y	Y	Y	Y	Y	N	AV System Floor Plans . Equipment identified, Equipment Clearance & Throw Distances Dimensioned, Power, Conduit & Backbox Layouts Shown. Cables shown separated by type/signal level; all Cables Leaving Room Clearly Shown.	N
N	N	Y	Y	Y	Y	Y	Y	N	AV System Details : Equipment Installation Details, AV Rack Elevations for each Rack, Major Equipment Components Located in the Rack, Custom Plate Details, and Plates Associated with Equipment Plans and System Line Diagrams. Equipment Mounting Details which Support More than 40 Pounds shall be stamped by a Licensed Structural Engineer.	N
N	N	N	Y	Y	Y	Y	Y	N	AV System Line Diagrams , showing:	N
N	N	N	Y	Y	Y	Y	Y	N	Signal flow from input to output, left to right	N
N	N	N	Y	Y	Y	Y	Y	N	Major pieces of equipment identified by manufacturer, model number & description	N
N	N	N	Y	Y	Y	Y	Y	N	Equipment associated with plans and details	N
N	N	N	Y	Y	Y	Y	Y	N	All field and rack cabling and signal type	N
N	N	N	Y	Y	Y	Y	Y	N	Video signal resolutions	N
N	N	N	Y	Y	Y	Y	Y	N	Manufacturer & model number of all premade cables	N
N	N	N	Y	Y	Y	Y	Y	N	Typical pin out details	N
N	N	N	Y	Y	Y	Y	Y	N	Video Security System – Approved Camera Locations	N
N	N	Y	Y	Y	Y	N	N	N	07b. Building Information Model (BIM)	N
N	Y	N	N	N	N	N	N	N	08a. Design Presentation	Y
N	Y	N	N	N	N	N	N	N	Overall Campus Map next to zoomed in aerial image map	Y
N	Y	N	N	N	N	N	N	N	Building Footprint on Master Plan	Y
N	Y	N	N	N	N	N	N	N	**Bullet Points of Major Project Goals & Objectives, New GSF, Renovated GSF, Demolished GSF	Y
N	Y	N	N	N	N	N	N	N	**Overall Construction Budget, Construction Begin & End	Y
N	Y	N	N	N	N	N	N	N	**LEED Goal (and LEED Project Checklist - for client presentations only)	Y
N	Y	N	N	N	N	N	N	N	Proposed combined Site / Landscape Plan	Y
N	Y	N	N	N	N	N	N	N	Massing or Renderings of	Y
N	Y	N	N	N	N	N	N	N	All Exterior Elevations with materials identified	Y
N	Y	N	N	N	N	N	N	N	All major public spaces (entrances, galleries, auditoriums, lecture halls, etc...) with materials identified	Y
N	Y	N	N	N	N	N	N	N	Stacked Floor Plans with space types show by color (include key)	Y
N	Y	N	N	N	N	N	N	N	Simple full building sections showing relative spaces and framing from floor to floor.	Y
N	Y	N	N	N	N	N	N	N	General Air Handling Unit Fan Maps (verify with PM if necessary)	Y
N	Y	N	N	N	N	N	N	N	Design Concept(s) Considered and Design Concept(s) Selected w/ Construction Budget	Y
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM	N
** - For ARC, combine these items on to 1 or 2 total slides.										
N	Y	N	N	N	N	N	N	N	08b. Design Presentation - Chancellor's Design Advisory Committee (CDAC)	Y
N	Y	N	N	N	N	N	N	N	Overall Campus Map next to zoomed in aerial image map	Y
N	Y	N	N	N	N	N	N	N	Building Footprint on Master Plan	Y
N	Y	N	N	N	N	N	N	N	**Bullet Points of Major Project Goals & Objectives, New GSF, Renovated GSF, Demolished GSF	Y
N	Y	N	N	N	N	N	N	N	**Overall Construction Budget, Construction Begin & End	Y
N	Y	N	N	N	N	N	N	N	**LEED Goal and highlights of LEED measures	Y
N	Y	N	N	N	N	N	N	N	Proposed combined Site / Landscape Plan	Y
N	Y	N	N	N	N	N	N	N	Massing or Renderings of	Y
N	Y	N	N	N	N	N	N	N	All Exterior Elevations with materials identified	Y
N	Y	N	N	N	N	N	N	N	All major public spaces (entrances, galleries, auditoriums, lecture halls, etc...) with materials identified	Y

Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example										
Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No										
00	01	02	03	04	05	06	07	08	General Item Name (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)	Basic Services? (N = Suppl. or
Conceptualizat on - Not Basic Services	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	Post Construction- Not Basic	Master Template last updated on: 10/05/2018	
N	Y	N	N	N	N	N	N	N	Stacked Floor Plans with space types show by color (include key)	Y
N	Y	N	N	N	N	N	N	N	Simple full building sections showing relative spaces and framing from floor to floor.	Y
N	N	N	N	N	N	N	N	N	General Air Handling Unit Fan Maps	Y
N	Y	N	N	N	N	N	N	N	Incorporated Comments from ARC	Y
N	N	N	N	N	N	N	N	N	<i>CUSTOM ROW - OPTIONAL CLIENT ITEM</i>	N
** - For CDAC, combine these items on to 1 or 2 total slides.										
N	Y	N	N	N	N	N	N	N	08c. Design Presentation - President and Chancellor	Y
N	Y	N	N	N	N	N	N	N	08d. Brochures for Board of Trustees	Y
N	Y	N	N	N	N	N	N	N	08d. Design Presentation - Board of Trustees - Audit, Budget, Finance, & Facilities Committee	Y
N	Y	N	N	N	N	N	N	N	Overall Campus Map next to zoomed in aerial image map	Y
N	Y	N	N	N	N	N	N	N	Building Footprint on Master Plan	Y
N	Y	N	N	N	N	N	N	N	**Bullet Points of Major Project Goals & Objectives, New GSF, Renovated GSF, Demolished GSF	Y
N	N	N	N	N	N	N	N	N	**Overall Construction Budget, Construction Begin & End	Y
N	N	N	N	N	N	N	N	N	**LEED Goal and highlights of LEED measures	Y
N	Y	N	N	N	N	N	N	N	Proposed combined Site / Landscape Plan	Y
N	Y	N	N	N	N	N	N	N	Massing or Renderings of	Y
N	Y	N	N	N	N	N	N	N	All Exterior Elevations with materials identified	Y
N	Y	N	N	N	N	N	N	N	All major public spaces (entrances, galleries, auditoriums, lecture halls, etc...) with materials identified	Y
N	N	N	N	N	N	N	N	N	Stacked Floor Plans with space types show by color (include key)	Y
N	Y	N	N	N	N	N	N	N	Simple full building sections showing relative spaces and framing from floor to floor.	Y
N	N	N	N	N	N	N	N	N	General Air Handling Unit Fan Maps	Y
N	N	N	N	N	N	N	N	N	Incorporated Comments from CDAC	Y
N	N	N	N	N	N	N	N	N	<i>CUSTOM ROW - OPTIONAL CLIENT ITEM</i>	N
** - For presentations, combine these items on to 1 or 2 total slides.										
N	Y	Y	N	N	N	N	N	N	09. Illinois State Historic Preservation Office (ISHPO)	N
N	Y	Y	N	N	N	N	N	N	Meeting notes from walk through with ISHPO	N
N	Y	Y	N	N	N	N	N	N	Narrative on building and historical significance	N
N	Y	Y	N	N	N	N	N	N	Exterior Photographic Documentation	N
N	Y	Y	N	N	N	N	N	N	Exterior preservation drawings	N
N	Y	Y	N	N	N	N	N	N	Interior Photographic Documentation	N
N	Y	Y	N	N	N	N	N	N	Interior preservation drawings	N
N	Y	Y	N	N	N	N	N	N	Historic Illinois Building Survey	N
N	Y	Y	N	N	N	N	N	N	Historic Illinois Engineering Record	N
N	N	N	N	N	N	N	N	N	ISHPO item to be determined per project	N
N	N	N	N	N	N	N	N	N	ISHPO item to be determined per project	N
N	N	N	N	N	N	N	N	N	ISHPO item to be determined per project	N
BID & AWARD PHASE SPECIFIC ITEMS										
					Y	N	N	N	10. Log of Plan Holders	Y
					Y	N	N	N	11. Addenda (to Project Manual and Drawings)	Y
					Y	N	N	N	12. PreBid Meeting	Y
					N	N	N	N	Agenda	N
					N	N	N	N	Sign-In	N
					Y	N	N	N	Meeting Minutes	Y
					Y	N	N	N	13. Written Analysis of Award of Construction Contract	Y
CONSTRUCTION PHASE SPECIFIC ITEMS										
					N	Y	N	N	20. Results of PSC Construction Reviews	Y
					N	Y	N	N	Contractor Baseline Schedule	Y
					N	Y	N	N	Log of Contractor Submittals	Y
					N	Y	N	N	Schedule of Values	Y
					N	Y	N	N	Shop Drawings, Product Data, & Quality Assurance Submittals (with all comments & recommendation)	Y
					N	Y	N	N	Breaker Fuse Coordination Analysis based on equipment selected	Y

Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example										
Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No										
00	01	02	03	04	05	06	07	08	General Item Name (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)	Basic Services? (N = Suppl. or
Conceptualizat on - Not Basic Services	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	POST Construction- Not Basic		
					N	Y	N	N	Updates to Checklist for spec sections w/ submittals <i>rec'd</i> vs reqd (shop drawings, calcs, etc...). (NOTE: previously received under separate cover with Item 06 - Project Manual.)	Y
					N	N	N	N	21. Pay / Progress Meetings	N
									Agenda	N
									Sign-In	N
									Meeting Minutes (including field decisions)	N
					N	Y	N	N	22. Written Description of Delays	Y
					N	Y	N	N	23. Construction Information / Changes	Y
					N	Y	N	N	RFI's responses, ASI's, RFP's, Change Orders and Field Directives	Y
					N	Y	N	N	Logs of RFI's & responses, ASI's, RFP's, Change Orders and Field Directives	Y
					N	Y	N	N	Justifications or Explanations for Errors/ Omissions, Deficiencies or Conflicts	Y
					N	Y	N	N	Corrections to Errors / Omissions, Deficiencies, or Conflicts	Y
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	Y	N	N	24. On-site Inspection / Observation Reports	Y
					N	Y	N	N	Progress Photos	Y
					N	Y	N	N	Observations / Inspections results	Y
					N	Y	N	N	Summary of Tests observed	Y
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	Y	N	N	25. Results of Construction Inspection / Survey / Testing	Y
					N	Y	N	N	Items below may be in agreement or in addition to the requirements of the Project Testing requirements from facilities standards / exhibits - ----> http://www.fs.illinois.edu/docs/default-source/facility-standards/technical-sections/division-01---administrative/01-33-23---shop-drawings-product-data-and-samples.docx?sfvrsn=2	Y
					N	Y	N	N	Asbestos Testing and Abatement Report	Y
					N	Y	N	N	Lead-based paint field survey and material analysis	Y
					N	Y	N	N	Review and submit flow tests	Y
					N	Y	N	N	Review and submit surveying results from contractor	Y
					N	Y	N	N	Review & Submit results of soil compaction tests at roadways, sidewalks, and driveways. - May be updated from STNDS	Y
					N	Y	N	N	Review and submit results of soil compaction tests at backfill against structures. - May be updated from STNDS	Y
					N	Y	N	N	Review and submit results of nuclear density tests for bituminous pavements. - May be updated from STNDS	Y
					N	Y	N	N	Review and submit results pile driving records. - May be updated from STNDS	Y
					N	Y	N	N	Results of all concrete cylinder tests. - May be updated from STNDS	Y
					N	Y	N	N	Results of Harmonic Analysis Reports for VFD's. - May be updated from STNDS	Y
					N	Y	N	N	Results of Equipment Tests - May be updated from STNDS	Y
					N	Y	N	N	Results of Material Testing - May be updated from STNDS	Y
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	Y	N	N	28. List of Systems / Items to Commission	Y
					N	Y	N	N	26. Certificate of Substantial Completion	Y
					N	Y	N	N	27. Punch List	Y
									CLOSE OUT PHASE SPECIFIC ITEMS	
					N	N	Y	N	30. O & M's & Systems Manuals (check for full component list in the facility standards)	Y
									http://www.fs.illinois.edu/docs/default-source/facility-standards/technical-sections/division-01---administrative/01-78-23---operation-and-maintenance-	
					N	N	Y	N	Manufacturer's Product Data (Tech Specifications/ Cut Sheets)	Y
					N	N	Y	N	Manufacturer's Operational Instructions	Y
					N	N	Y	N	Supplemental Product Submittals & Shop Drawings / Approved	Y
					N	N	Y	N	Manufacturer's Preventive Maintenance Instructions	Y

Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example										
Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No										
Master Template last updated on: 10/05/2018										
00	01	02	03	04	05	06	07	08	General Item Name (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)	Basic Services? (N = Suppl. or
Conceptualizat on - Not Basic Services	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	POST Construction- Not Basic		
					N	N	Y	N	Warranties and Bonds	Y
					N	N	Y	N	Functional Performance Tests	Y
					N	N	Y	N	Safety Precautions	Y
					N	N	Y	N	Emergency Procedures	Y
					N	N	Y	N	BMS/BAS Network Architecture Diagrams	Y
					N	N	Y	N	BMS/BAS Input / Output Point List	Y
					N	N	Y	N	BMS/BAS Integration and Mapping Details	Y
					N	N	Y	N	BAS Licensing, Programming, and Engineering Tools	Y
					N	N	Y	N	Images and/or screen shots of final graphical user interfaces for each installed	Y
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	N	Y	N	31. LEED Certification / Documentation	Y
					N	N	Y	N	Supplemental - US Green Buildings Council Building Certification	Y
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	N	N	N	PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM	N
					N	N	Y	N	32. Final Approved Contractor Submittals with Log	Y
					N	N	Y	N	33. Contractor As-Built Drawings and As-Built Project Manual	Y
									POST CONSTRUCTION PHASE SPECIFIC ITEMS	
					N	N	N	Y	40. Post Construction Activities Log	N
					N	N	N	Y	41. Log of Equipment with Settings Different than Manufacturer's Recommendations	N
					N	N	N	Y	42. Post Construction Report	N

U12345 - Davenport Hall Addition & Remodel - Example

Design Development - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
 Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018
 Last Edited

Planner
 Edited by

Jane Doe
 Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	00. * Minimum List of Deliverables - Current
	Y	01. Construction Cost Estimate - Quantity Takeoff in CSI Format (Subst. Complete w/ Bid Alts.) <i>Estimates for all ADA upgrades and deficiency corrections shall be broken out in an additional estimate</i>
	Y	02. * Project Schedule - Updated
	Y	03. Written Response to Comments
	Y	04a. * Basis of Design (BOD) - Updates only
	Y	Project Description (Updates to)
	Y	Program Needs Assessment (Updates to)
	Y	Program Summary / Analysis (Updates to)
	N	PLACEHOLDER - Program Study
	Y	Major Project Goals; Objectives; and Design Requirements (Updates to)
	Y	Special Considerations (Updates to)
	Y	Code Analysis - As Applicable (Updates to)
	Y	Permit Analysis - As Applicable (Updates to)
	Y	Variances - As Applicable (Expected & Approved to date)
	Y	Results of itemized Area Analysis Comparing the Net-to-Gross Square Feet - Per Floor; Per Assembly Space; and Per Building as applicable (Updates to)
	N	PLACEHOLDER ROW - Room Type Alternative Concepts
	N	PLACEHOLDER ROW - Design Concept(s)
	N	PLACEHOLDER ROW - Master Plan Impact and Options
	N	PLACEHOLDER ROW - Required adjacent property acquisitions
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	Y	Building & Site Systems Narratives (Updates to) <i>Under separate bound cover, any detailed results, reports, surveys, tests, etc... for existing systems verification.</i>
	Y	Site / Civil / Landscape - Storm Water Management for changes in impervious area ** (List assumptions for mitigation. Verify existing system. Any outlet into field tiles must be verified for size, location, and condition) (Updates to)
	Y	Site / Civil / Landscape - Bike Parking, Vehicle Parking, Driveways, Multimodal Transportation (Updates to)
	Y	Site / Civil / Landscape - Waste & Recycling Hauling, Service Access, & Loading Zones (Updates to)
	Y	Site / Civil / Landscape - Sidewalks, Plazas, Landscape (Updates to)
	Y	Site / Civil / Landscape - Demolition & Site Clearing (Updates to)
	Y	Site / Civil / Landscape - Utility Relocations (Updates to)
	Y	Site / Civil / Landscape - Utility Abandonments (Updates to)
	N	PLACEHOLDER ROW - Site / Civil / Landscape - CUSTOM
	Y	Architectural - Demolition(s) (Updates to)
	Y	Architectural - Space Use (Updates to)
	Y	Architectural - Historical Preservation (Updates to)
	Y	Architectural - Building Envelope ** (existing systems verification recommended on renovations) (Updates to)
	Y	Architectural - Interiors (Updates to)
	Y	Architectural - Interior and Exterior Signage (Updates to)

U12345 - Davenport Hall Addition & Remodel - Example

Design Development - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
 Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018

Planner

Jane Doe

Last Edited

Edited by

Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	Architectural - Elevators ** (existing systems verification recommended on renovations) (Updates to)
	N	PLACEHOLDER ROW - Architectural - CUSTOM
	N	PLACEHOLDER ROW - Architectural - CUSTOM
	Y	Structural - Demolition(s) (Updates to)
	Y	Structural - Gravity Loads (Updates to)
	Y	Structural - Lateral loads and force resisting systems (Updates to)
	Y	Structural - Foundation Systems (Updates to)
	Y	Structural - Block, concrete, & steel ** (existing systems verification recommended on renovations) (Updates to)
	Y	Structural - Craning considerations / limitations (Updates to)
	N	PLACEHOLDER ROW - Structural - CUSTOM
	Y	Plumbing - General System(s) - ** (verify existing system for renovations) (Updates to)
	Y	Plumbing - Demolition(s) (Updates to)
	Y	Plumbing - Fixtures ** (Fixture Unit Analysis as verification of existing systems on renovations) (Updates to)
	Y	Plumbing - Air/Gas ** (verify existing system for renovations) (Updates to)
	Y	Plumbing - Water ** (verify existing system for renovations) (Updates to)
	Y	Plumbing - Sanitary ** (verify existing system for renovations) (Updates to)
	Y	Plumbing - Cut Sheets or Product Data Sheets on Plumbing Fixtures (Updates to)
	Y	Fire Suppression System(s) ** (verify existing system for renovations) (Updates to)
	Y	Heating - General System(s) ** (verify existing system for renovations) (Updates to)
	Y	Heating - Demolition(s) (Updates to)
	Y	Heating - Gas (and verify existing system for renovations)* (Updates to)
	Y	Heating - Steam (and verify existing system for renovations)* (Updates to)
	N	PLACEHOLDER ROW - Heating - Alternative system configurations
	Y	Ventilation - General System(s) ** (verify existing system for renovations) (Updates to)
	Y	Ventilation - Demolition(s) (Updates to)
	Y	Ventilation - Refrigeration Systems ** (verify existing system for renovations) (Updates to)
	Y	Ventilation - Chilled Water ** (verify existing system for renovations) (Updates to)
	N	PLACEHOLDER ROW - Ventilation - Alternative system configurations
	Y	Electrical - General System(s) - ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Demolition(s) (Updates to)
	Y	Electrical - Lighting ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Elevators ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Lightning Protection System(s) ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Fire Alarm System(s) ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Emergency Generator systems to support ** (verify existing systems for renovations) (Updates to)
	Y	Electrical - Cut Sheets or Product Sheets on Lighting fixtures (Updates to)
	N	PLACEHOLDER ROW - Electrical - CUSTOM
	Y	Building Automation Systems- General - ** (verify existing system for renovations) (Updates to)
	Y	Building Automation Systems - Demolition(s) (Updates to)
	Y	Building Automation Systems - Systems Network Architecture (Updates to)
	Y	Building Automation Systems - HVAC Temperature Controls System(s) (Updates to)
	N	PLACEHOLDER ROW - Building Automation Systems - CUSTOM
	Y	Access Controls - General Systems (Updates to)

U12345 - Davenport Hall Addition & Remodel - Example

Design Development - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
 Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018
 Last Edited

Planner
 Edited by

Jane Doe
 Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	Access Controls - Demolition(s) (Updates to)
	N	PLACEHOLDER ROW - Access Controls - CUSTOM
	Y	Telecom - General Systems (Updates to)
	Y	Telecom - Demolition(s) (Updates to)
	N	PLACEHOLDER ROW - Telecom - CUSTOM
	Y	Audio Visual - General Systems (Updates to)
	Y	Audio Visual - Demolition(s) (Updates to)
	N	PLACEHOLDER ROW - Audio Visual - CUSTOM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Y	04b. Project Applicable Information / Calculations - Updated
Y	(Complete) Occupancy calculations between existing and proposed; breaking down the FTE
Y	(Complete) Soil Borings and Soils Report
Y	(Substantially Complete) Stormwater Runoff Rate Calculation/Model Results and Water Detention
Y	(Substantially Complete) Asbestos and Lead Survey and Recommendations
Y	Results of Hazardous Materials Testing and Hazardous Materials Mediation Plan
Y	(Substantially Complete) EPA & State Permits (including but not limited to SWPPP)
Y	(Substantially Complete) Safety & Compliance / Environmental - Checklist
Y	(Preliminary) Excel files of all equipment schedules for all disciplines.
Y	(Complete) Results of existing exterior envelope material tests or strengths (i.e. brick and mortar tests, pull tests of existing mechanical fasteners, etc...)
Y	(Complete) Results of any existing structural materials tests or verification / scans of structure layout.
Y	(Approx. 50% Complete) Summary of floor analysis for required strengthening (for new walls, materials, mechanical equipment change in use).
Y	(Approx. 50% Complete) Summary of lateral force resisting systems (for new tributary load or compromising of existing system).
Y	(Updates to) LEED Version (v4) Prerequisites Narrative
Y	LEED Minimum Silver or better Registration (>10,000 sqft and/or Capital Projects >= \$5million; Major renovations or New Construction)
Y	(Updates to) LEED Project Checklist - (previously referred to as LEED Scorecard)
Y	(Updates to) Energy Model (per ASHRAE 90.1, version from 2013)
Y	(Updates to) Life Cycle Cost Analysis for selected systems (for projects exceeding 25,000 SF)
Y	(Updates to) Energy Budget
N	PLACEHOLDER ROW - Chilled Water Capacity Charge form
Y	(Updates to) Utilities Peak Load Estimates
Y	Energy Standards – proof of compliance
Y	(Approx 50% Complete) Hydraulic Analysis for water and waste - ** calculations available upon request
Y	(Approx 50% Complete) Hydraulic Analysis for fire protection - ** calculations available upon request
Y	(Approx 50% Complete) Results of Emergency Generator Load Calculation - ** calculations available upon request
N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
Y	(Approx 50% Complete) Results of Transformer Load Calculation -** calculations available upon request
Y	(Approx 50% Complete) Results of Short-Circuit (Fault) Analysis of Building Electrical System- ** calculations available upon request
Y	(Approx 50% Complete) Extensions of Primary Electrical Distribution-** calculations available upon

U12345 - Davenport Hall Addition & Remodel - Example

Design Development - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018
Last Edited

Planner
Edited by

Jane Doe
Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	(Approx 50% Complete) Results of Proposed Lighting Power Density Calculation (output from COMcheck software or similar) showing Compliance with Energy Codes and Standards -** calculations available upon
	Y	(Approx 50% Complete) Results of Point-by-Point Exterior Lighting Calculations Showing Compliance with IESNA Recommendations
	Y	(Approx 50% Complete) Results of Point-by-Point Interior Lighting Calculations for Each Typical Space
	Y	(Approx 50% Complete) Extensions of Primary Building Automation Systems
	Y	(EcoCAT Submittal/Resubmittal Results) IDNR Consultation (EcoCAT and results)
	N	PLACEHOLDER ROW - Results of Environmental Impact Assessments or Statements
	N	PLACEHOLDER ROW - Results of Archeological Field Reports or Assessments
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Y **05a. Ext. & Int. Finishes Binder(s)/Finishes Board(s)**

	Y	(Approx 50% Complete) Product Samples of Floor Coverings, Wall Covering, Window Treatment, Ceiling
	Y	(Approx 50% Complete) Paint selections and combinations
	Y	PSC contracted mock-ups to match existing brick
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Y **05b. Furnitures, Fixtures, and Equipment Binder(s)**

	Y	(Approx 50% Complete) Cut Sheets
	Y	(Approx 50% Complete) Product Samples
	Y	(Draft) "Furniture Information Form" (electronic)
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Y **06. Project Manual**

	N	PLACEHOLDER ROW - Summary of Changes by Discipline (beyond corrections from comments) - UNDER SEPARATE COVER & NOT BOUND WITH MANUAL.
	N	PLACEHOLDER ROW - Checklist for specification sections with submittals required (materials, shop drawings, calcs, etc...) - UNDER SEPARATE COVER & NOT BOUND WITH MANUAL.
	N	PLACEHOLDER ROW - Front End Documents [Div 00]
	Y	(Substantially Complete) Outline Specifications (CSI Format)
	N	PLACEHOLDER ROW - Technical Specifications [Div 01 and after]
	Y	FF&E Outline Specification for at least 2 competitor packages
	Y	(Approx 50% Complete) Voice/Data Communications System Requirements
	Y	(Approx 50% Complete) AV Systems Requirements, including Millwork, Associated Cooling, Power, Grounding, Data / Telecomm, Acoustics & Noise Control, and Lighting System. Cables Identified by
	N	PLACEHOLDER ROW - Soil Borings and Soils Report (With Applicable Section)
	N	PLACEHOLDER ROW - Results of Hazardous Materials Testing and Hazardous Materials Mediation Plan (With Applicable Section)
	Y	(Applied for) EPA & State Permits (With Applicable Section)
	N	PLACEHOLDER ROW - Results of flow testing (With Applicable Section)
	N	PLACEHOLDER ROW - Results of existing exterior envelope material tests or strengths (With Applicable
	N	PLACEHOLDER ROW - Results of any existing structural materials tests or verification / scans of structure
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Y **07a. Drawing Set**

U12345 - Davenport Hall Addition & Remodel - Example

Design Development - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018

Planner

Jane Doe

Last Edited

Edited by

Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	Title Sheet (Approx. 50% Complete)
	Y	Code Compliance (Approx. 50% Complete)
	Y	Life Safety (Approx. 50% Complete)
	Y	General Project Info (Approx. 50% Complete)
	Y	Asbestos, Lead Based Paint, & Hazardous Materials Drawings
	N	PLACEHOLDER ROW - CUSTOM - Asbestos
	Y	Asbestos Removal, Remediation, Containment (Approx. 50% Complete)
	N	PLACEHOLDER ROW - CUSTOM - Lead Based Paint
	Y	Lead Based Paint Removal, Remediation, Containment (Approx. 50% Complete)
	N	PLACEHOLDER ROW - CUSTOM - Hazardous Materials
	Y	Other Hazardous Materials Removal, Remediation, Containment (Approx. 50% Complete)
	Y	Site, Civil, & Landscape Drawings
	N	PLACEHOLDER ROW - CUSTOM - Site / Civil / Landscape
	N	PLACEHOLDER ROW - CUSTOM - Site / Civil / Landscape
	Y	Civil, Site, Landscape Symbols, Abbreviations, and General Notes (Approx. 50% Complete)
	Y	Site Clearing, Demolitions, & Abandonments (Substantially Complete)
	Y	Site Plan (show tree protection if not yet shown in laydown plan)(Approx. 50% Complete)
	Y	Storm Water Detention Plan (Substantially Complete)
	Y	Pavement, Sidewalks, and/or Utility Sections (Approx. 50% Complete)
	Y	Utility Relocations (Approx. 50% Complete)
	Y	Utility Site Plan and Details (Approx. 50% Complete)
	Y	Traffic Control Plans - Vehicular & Pedestrian (Approx. 50% Complete)
	N	PLACEHOLDER ROW - Construction Layout/Laydown Plan with tree protection
	Y	Landscape Plan (Approx. 50% Complete)
	Y	Architectural Drawings
	N	PLACEHOLDER ROW - CUSTOM - Architectural
	N	PLACEHOLDER ROW - CUSTOM - Architectural
	Y	Architectural Symbols, Abbreviations, and General Notes (Approx. 50% Complete)
	Y	Renderings (Approx. 50% Complete)
	Y	Demolition(s) (Approx. 50% Complete)
	Y	Floor Plans - Large Scale (Approx. 50% Complete)
	Y	Floor Plans (Approx. 50% Complete)
	Y	Roof Plan (Approx. 50% Complete)
	Y	Building Elevations - Exterior Including Large Scale Critical Items (Approx. 50% Complete)
	Y	Transverse and Longitudinal Sections (Approx. 50% Complete)
	Y	Wall Sections - All Major Exterior (Substantially Complete)
	N	PLACEHOLDER ROW - Partial Sections and Details
	Y	Wall / Window Details (Substantially Complete)
	Y	Sections through Elevators (Approx. 50% Complete)
	N	PLACEHOLDER ROW - Exterior Wall and Roof Details
	Y	Reflected Ceiling Plan (Approx. 50% Complete)
	Y	Interior Elevations and Details(Preliminary)
	Y	Door/Hardware; Room Finish; Window; and Equipment Schedules (Preliminary)
	Y	Interior Partition Types; Door and Window Details (Preliminary)
	Y	Interior Signage (Preliminary)
	Y	Fixed Equipment; Casework; and Millwork (Preliminary)
	Y	FF&E Plans (Approx. 50% Complete)
	N	PLACEHOLDER ROW - CUSTOM - Architectural

U12345 - Davenport Hall Addition & Remodel - Example

Design Development - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018
Last Edited

Planner
Edited by

Jane Doe
Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	<u>Structural Drawings</u>
	N	PLACEHOLDER ROW - CUSTOM - Structural -
	N	PLACEHOLDER ROW - CUSTOM - Structural -
	Y	Structural Symbols, Abbreviations, Code Information, and General Notes (Approx. 50% Complete)
	Y	Structural Demolition(s) (Approx. 50% Complete)
	Y	Foundation Plan (Approx. 50% Complete)
	Y	Foundation to wall connections (bolted/reinforcing bar dowels) (Preliminary)
	Y	Column and Base Plate Schedule (Preliminary)
	Y	Foundation Individual Details (Preliminary)
	Y	Structural Masonry Wall Plan (Approx. 50% Complete)
	Y	Structural Masonry Details (Preliminary)
	Y	Lintel Details (Preliminary)
	Y	Lateral Force Resisting System Plan and Details (Approx. 50% Complete)
	Y	Floor Framing Plans (Approx. 50% Complete)
	Y	Roof Framing Details (Approx. 50% Complete)
	Y	<u>Plumbing Drawings</u>
	N	PLACEHOLDER ROW - CUSTOM - Plumbing -
	N	PLACEHOLDER ROW - CUSTOM - Plumbing -
	Y	Plumbing Symbols, Abbreviations, and General Notes (Complete)
	Y	Plumbing Demolition(s) (Approx. 50% Complete)
	Y	Plumbing Floor Plans and Roof Plan (Approx. 50% Complete)
	Y	Plumbing Sanitary, Vent, Storm, Water Riser Diagram (Substantially Complete)
	Y	Plumbing Details and Sections (Preliminary)
	Y	Plumbing Fixture Schedule (Preliminary)
	Y	<u>Fire Protection / Fire Suppression Drawings</u>
	N	PLACEHOLDER ROW - CUSTOM - Fire Suppression -
	N	PLACEHOLDER ROW - CUSTOM - Fire Suppression -
	Y	Sprinkler System Symbols, Abbreviations, and General Notes (Complete)
	Y	Sprinkler System Demolition(s) (Approx. 50% Complete)
	Y	Sprinkler System Floor Plans (Preliminary)
	Y	Sprinkler System Flow and Riser Diagrams (Substantially Complete)
	Y	Sprinkler/Fire Pump Room Large Scale Plan (Preliminary)
	Y	Sprinkler System Equipment Schedule (Preliminary)
	N	PLACEHOLDER ROW - Sprinkler System Details and Sections -
	Y	<u>Heating Drawings</u>
	N	PLACEHOLDER ROW - CUSTOM - Heating -
	N	PLACEHOLDER ROW - CUSTOM - Heating -
	Y	Heating and A/C Symbols, Abbreviations, and General Notes (Complete)
	Y	Heating and A/C Demolition(s) (Approx. 50% Complete)
	Y	Heating and A/C Floor Plans (Preliminary)
	Y	Heating and Cooling Piping Isometrics/Flow Diagrams (Substantially Complete)
	Y	Heating and A/C Large Scale Mechanical Room Plans (Preliminary)
	Y	Heating and A/C Equipment Schedule (Preliminary)
	Y	Heating and A/C Details and Sections (Preliminary)
	Y	<u>Ventilation Drawings</u>
	N	PLACEHOLDER ROW - CUSTOM - Ventilation -
	N	PLACEHOLDER ROW - CUSTOM - Ventilation -
	Y	Ventilation Symbols, Abbreviations, and General Notes (Complete)
	Y	Ventilation Demolition(s) (Approx. 50% Complete)

U12345 - Davenport Hall Addition & Remodel - Example

Design Development - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018

Planner

Jane Doe

Last Edited

Edited by

Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	Ventilation Floor Plans (Approx. 50% Complete)
	Y	Ventilation Air Flow Diagrams (Substantially Complete)
	Y	Ventilation Large Scale Mechanical Room Plans (Preliminary)
	Y	Ventilation Details and Sections (Preliminary)
	Y	Ventilation Equipment Schedule (Preliminary)
	Y	Temperature Control Drawings
	N	PLACEHOLDER ROW - CUSTOM - Temperature Control
	N	PLACEHOLDER ROW - CUSTOM - Temperature Control
	Y	Temperature Control Symbols, Abbreviations, and General Notes (Complete)
	Y	Temperature Control Demolition(s) (Approx. 50% Complete)
	Y	Temperature Control Floor Plans (Approx. 50% Complete)
	Y	Temperature Control Sequences, Schedules, and Diagrams(Preliminary)
	Y	Electrical Drawings
	N	PLACEHOLDER ROW - CUSTOM - Electrical-
	N	PLACEHOLDER ROW - CUSTOM - Electrical-
	Y	Electrical Symbols, Abbreviations, and General Notes (Complete)
	Y	Electrical Demolition(s) (Approx. 50% Complete)
	Y	Electrical Floor Plans w/ Devices for Power (Preliminary)
	Y	Electrical Lighting Plans; Power Plans (Preliminary)
	N	PLACEHOLDER ROW - Electrical Primary Feed Diagrams-
	N	PLACEHOLDER ROW - Electrical Feeder Schedule-
	N	PLACEHOLDER ROW - Electrical Secondary Riser Diagrams-
	N	PLACEHOLDER ROW - Electrical Power Distribution Schedule-
	N	PLACEHOLDER ROW - Electrical Grounding Riser Diagram-
	N	PLACEHOLDER ROW - Electrical Details-
	N	PLACEHOLDER ROW - Electrical Fixture Schedule and Equipment-
	N	PLACEHOLDER ROW - Electrical Lightning Protection Sections / Diagrams
	N	PLACEHOLDER ROW - Electrical Lightning Protection Details-
	Y	Fire Alarm Drawings
	N	PLACEHOLDER ROW - CUSTOM - Fire Alarm-
	N	PLACEHOLDER ROW - CUSTOM - Fire Alarm-
	Y	Fire Alarm Symbols, Abbreviations, and General Notes (Complete)
	Y	Fire Alarm Demolition(s) (Approx. 50% Complete)
	Y	Fire Alarm Floor Plans (Approx. 50% Complete)
	N	PLACEHOLDER ROW - Fire Alarm Riser Diagrams and Connections-
	N	PLACEHOLDER ROW - Fire Alarm Details-
	Y	Building Automation Systems Drawings (HVAC Instrumentation and Control)
	N	PLACEHOLDER ROW - CUSTOM - Building Automation Systems
	N	PLACEHOLDER ROW - CUSTOM - Building Automation Systems
	Y	Building Automation Symbols, Abbreviations, and General Notes (Complete)
	Y	Building Automation Systems Demolition(s) (Approx. 50% Complete)
	Y	Building Automation Floor Plans and Approximate Control Panel Locations & Other Instruments or
	Y	Building Automation Systems Diagrams, Points List (Diagrammatical or Spreadsheet), Device
	Y	Schedule, and Sequences of Operation (Preliminary)
	Y	Building Network Connections and Integration (Preliminary)
	N	PLACEHOLDER ROW - Temperature Controls Building Automation Systems - Sequence of Operation-
	N	PLACEHOLDER ROW - Building Automation Systems Details-

U12345 - Davenport Hall Addition & Remodel - Example

Design Development - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018

Planner

Jane Doe

Last Edited

Edited by

Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	<u>Access Controls Drawings</u>
	N	PLACEHOLDER ROW - CUSTOM Access Controls-
	N	PLACEHOLDER ROW - CUSTOM Access Controls-
	Y	Access Control Symbols, Abbreviations, and General Notes (Complete)
	Y	Access Control Demolition(s) (Approx. 50% Complete)
	Y	Access Control Floor Plans (Approx. 50% Complete)
	Y	Access Control Logic Diagrams, Points Lists and Device Schedule (Preliminary)
	N	PLACEHOLDER ROW - Access Control Details-
	Y	<u>Telecom Drawings</u>
	N	PLACEHOLDER ROW - CUSTOM Telecom-
	N	PLACEHOLDER ROW - CUSTOM Telecom-
	Y	Telecom Symbols, Abbreviations, and General Notes (Complete)
	Y	Telecom Demolition(s) (Approx. 50% Complete)
	Y	Telecom/Data Floor Plans w/ Devices (Approx. 50% Complete)
	N	PLACEHOLDER ROW - Telecom/Data Raceway Distribution-
	Y	Telecom/Data Riser Diagram (Preliminary)
	N	PLACEHOLDER ROW - Telecom/Data Details and Sections-
	Y	<u>Audio Visual Drawings</u>
	Y	Audio Visual Symbols, Abbreviations, and General Notes (Complete)
	Y	A/V Demolition(s) (Approx. 50% Complete)
	Y	AV System Floor Plans. Equipment identified, Equipment Clearance & Throw Distances Dimensioned, Power, Conduit & Backbox Layouts Shown. Cables shown separated by type/signal level; all Cables Leaving Room Clearly Shown. (preliminary)
	Y	AV System Details: Equipment Installation Details, AV Rack Elevations for each Rack, Major Equipment Components Located in the Rack, Custom Plate Details, and Plates Associated with Equipment Plans and System Line Diagrams. Equipment Mounting Details which Support More than 40 Pounds shall be stamped by a Licensed Structural Engineer. (preliminary)
	N	PLACEHOLDER ROW - AV System Line Diagrams, showing:-
	N	PLACEHOLDER ROW - Signal flow from input to output, left to right-
	N	PLACEHOLDER ROW - Major pieces of equipment identified by manufacturer, model number &-
	N	PLACEHOLDER ROW - Equipment associated with plans and details-
	N	PLACEHOLDER ROW - All field and rack cabling and signal type-
	N	PLACEHOLDER ROW - Video signal resolutions-
	N	PLACEHOLDER ROW - Manufacturer & model number of all premade cables-
	N	PLACEHOLDER ROW - Typical pin out details-
	N	PLACEHOLDER ROW - Video Security System - Approved Camera Locations-
	Y	<u>07b. Building Information Model (BIM) (LOD of 200)</u>
	N	<u>08a. Design Presentation Not Used In This Design Phase</u>
	Y	<u>09. Illinois State Historic Preservation Office (ISHPO)</u>
	Y	Meeting notes from walk through with ISHPO
	Y	Narrative on building and historical significance
	Y	Exterior Photographic Documentation
	Y	Exterior preservation drawings
	Y	Interior Photographic Documentation
	Y	Interior preservation drawings

U12345 - Davenport Hall Addition & Remodel - Example

Design Development - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018

Last Edited

Planner

Edited by

Jane Doe

Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	Historic Illinois Building Survey
	Y	Historic Illinois Engineering Record
	N	ISHPO item to be determined per project
	N	ISHPO item to be determined per project
	N	ISHPO item to be determined per project

**"PSC Transmittal Guidance" for Design Phases & Construction Phase Submittals
U12345 - Davenport Hall Addition & Remodel - Example**

Master Template last updated on: 10/05/2018

Transmittal sheets shall include (*BOLD ITEMS should appear on each document sheet or plan sheet*):

- o Date
- o Design Phase (SD, DD, 50% CD, etc....) or Report of Conceptualization Phase (Draft, 50% Draft, 75% Draft, Final, etc...)
- o U of I recipient name, Planner and/or PM name(s)
- o U of I project number
- o Full project title

DD
Choose design phase for transmittal from drop down

Recipient	Required products to Deliver
F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	e,PM,D
Design & Construction Submittal Receiving	PBOD*, PC*,FB*, PM,D,CD - Check Tab A for # of Manuals, Drawings, and sheet size.
Code Compliance: Craig Grant <cpgrant@illinois.edu>	e,D,PC*, PBOD*
Technology Services (CITES) Plant Design: Vince Tutich <vgtutich@illinois.edu>	e, D
Technology Services - Service/Project Management Office (formerly CITES CCME) :	e
Division of Public Safety:	e
Parking Department:	e
Project Department(s): Provost Office	E,D,PM
Project College (as applicable): LAS	E,D,PM
Other: Campus Historic Preservation Officer	E,D,PM

Key: CD = mailed CD with pdf and all native files (cad, word, excel, etc.) D = paper 07a Drawings, E = emailed pdfs, e = backdoor internal access to F&S files, PR = paper 04a Report, PBOD = paper 04a Basis of Design, PC = paper 04b Info / Calcs, PM = paper 06 Project Manual, FB = hard copy 05a & 05b Finishes Binder/Boards and/or FFE Binder

Submittals must conform to the "Project Submittal Requirements"	
Deliverable	Required for this submittal
	Y/N format & delivery method to PM / QA
00 - Minimum List of Deliverables	Y Record CD and printed phase specific copy to PM & Design and Construction Submittal Receiving before review meeting, emailed to <fandsubmittalrev@mx.uillinois.edu> & PM. Printed copy to PM, Planner & Client only
01 - Construction Cost Estimate <i>- Quantity Takeoff in CSI Format (Subst. Complete w/ Bid Alts.)</i>	Y Before review meeting, emailed to <fandsubmittalrev@mx.uillinois.edu> before review meeting, emailed to <fandserevprocom@mx.uillinois.edu> and PM or Planner
02 - Project Schedule <i>- Updated</i>	Y Printed and record CD
03 - Written Response to Comments	Y Printed and record CD
04a - Basis of Design (BOD) <i>- Updates only</i>	Y Hard copy, electronic (photographs) on CD
04b - Project Applicable Information / Calculations <i>- Updated</i>	Y Hard copy, electronic (photographs) on CD
05a - Ext. & Int. Finishes Binder(s)/Finishes Board(s)	Y Printed and record CD
05b - Furnitures, Fixtures, and Equipment Binder(s)	Y Printed and record CD
06 - Project Manual	N
07a - Drawing Set	N
07b - Building Information Model (BIM)	Y Do not directly submit to ISHPO. Discuss ISHPO submittal(s) with Campus Historic Preservation Officer. Should be received
08 - Design Presentation	-
09 - Illinois State Historic Preservation Office (ISHPO)	-
N/A	-
N/A	-
N/A	-
N/A	-
N/A	-
N/A	-
N/A	-
N/A	-
N/A	-
N/A	-

Include a separate transmittal sheet for each applicable recipient with the recipient's name and delivery items highlighted.

With EVERY TRANSMITTAL PRIOR TO THE CONSTRUCTION PHASES, attach the following behind the transmittal sheet for the Planner/PM and Quality Assurance Copies:

- o Printout of "TAB [A-Info, Phases, Recip.]
- o Printout of Updated "DD Minimum List of Deliverables" Checklist for Phase
- o Updated Excel file of this spreadsheet on the CD

U12345 - Davenport Hall Addition & Remodel - Example

Bid & Award - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
 Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018 *Last Edited* Planner *Edited by* Jane Doe *Most Recent Editor's Name*

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
------------------	----------	--

Y		00. * Minimum List of Deliverables - Current
---	--	---

Y		01. Construction Cost Estimate - Quantity Takeoff in CSI Format (Updated including Bid Alts.) <i>Estimates for all ADA upgrades and deficiency corrections shall be broken out in an additional estimate</i>
---	--	--

Y		02. * Project Schedule - Updated
---	--	---

Y		03. Written Response to Comments
---	--	---

Y		04a. * Basis of Design (BOD) - Updates Only
---	--	--

Y		Project Description (Updates to)
---	--	---

N		PLACEHOLDER ROW - Program Needs Assessment
---	--	---

N		PLACEHOLDER ROW - Program Summary / Analysis
---	--	---

N		PLACEHOLDER - Program Study
---	--	--

N		PLACEHOLDER ROW - Major Project Goals; Objectives; and Design Requirements
---	--	---

Y		Special Considerations (Updates to)
---	--	--

Y		Code Analysis - As Applicable (Updates to)
---	--	---

Y		Permit Analysis - As Applicable (Updates to)
---	--	---

Y		Variances - As Applicable
---	--	----------------------------------

N		PLACEHOLDER ROW - Results of itemized Area Analysis Comparing the Net-to-Gross Square Feet - Per Floor, Per Assembly Space; and Per Building as applicable
---	--	---

N		PLACEHOLDER ROW - Room Type Alternative Concepts
---	--	---

N		PLACEHOLDER ROW - Design Concept(s)
---	--	--

N		PLACEHOLDER ROW - Master Plan Impact and Options
---	--	---

N		PLACEHOLDER ROW - Required adjacent property acquisitions
---	--	--

N		PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
---	--	--

N		PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
---	--	--

Y		Building & Site Systems Narratives (Complete & Updates/Changes Only) <i>Under separate bound cover, any detailed results, reports, surveys, tests, etc... for existing systems verification.</i>
---	--	--

Y		Site / Civil / Landscape - Storm Water Management for changes in impervious area **(List assumptions for mitigation. Verify existing system. Any outlet into field tiles must be verified for size, location, and condition) (Updates to)
---	--	---

Y		Site / Civil / Landscape - Bike Parking, Vehicle Parking, Driveways, Multimodal Transportation (Updates to)
---	--	---

Y		Site / Civil / Landscape - Waste & Recycling Hauling, Service Access, & Loading Zones (Updates to)
---	--	--

Y		Site / Civil / Landscape - Sidewalks, Plazas, Landscape (Updates to)
---	--	--

Y		Site / Civil / Landscape - Demolition & Site Clearing (Updates to)
---	--	--

Y		Site / Civil / Landscape - Utility Relocations (Updates to)
---	--	---

Y		Site / Civil / Landscape - Utility Abandonments (Updates to)
---	--	--

N		PLACEHOLDER ROW - Site / Civil / Landscape - CUSTOM
---	--	--

Y		Architectural - Demolition(s) (Updates to)
---	--	--

Y		Architectural - Space Use (Updates to)
---	--	--

Y		Architectural - Historical Preservation (Updates to)
---	--	--

Y		Architectural - Building Envelope **(existing systems verification recommended on renovations) (Updates to)
---	--	---

U12345 - Davenport Hall Addition & Remodel - Example

Bid & Award - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018

Planner

Jane Doe

Last Edited

Edited by

Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	Architectural - Interiors (Updates to)
	Y	Architectural - Interior and Exterior Signage (Updates to)
	Y	Architectural - Elevators ** (existing systems verification recommended on renovations) (Updates to)
	N	PLACEHOLDER ROW - Architectural - CUSTOM
	N	PLACEHOLDER ROW - Architectural - CUSTOM
	Y	Structural - Demolition(s) (Updates to)
	Y	Structural - Gravity Loads (Updates to)
	Y	Structural - Lateral loads and force resisting systems (Updates to)
	Y	Structural - Foundation Systems (Updates to)
	Y	Structural - Block, concrete, & steel ** (existing systems verification recommended on renovations) (Updates to)
	N	PLACEHOLDER ROW - Structural - Craning considerations / limitations
	N	PLACEHOLDER ROW - Structural - CUSTOM
	Y	Plumbing - General System(s) - ** (verify existing system for renovations) (Updates to)
	Y	Plumbing - Demolition(s) (Updates to)
	Y	Plumbing - Fixtures ** (Fixture Unit Analysis as verification of existing systems on renovations) (Updates to)
	Y	Plumbing - Air/Gas ** (verify existing system for renovations) (Updates to)
	Y	Plumbing - Water ** (verify existing system for renovations) (Updates to)
	Y	Plumbing - Sanitary ** (verify existing system for renovations) (Updates to)
	N	PLACEHOLDER ROW - Plumbing - Cut Sheets or Product Data Sheets on Plumbing Fixtures
	Y	Fire Suppression System(s) ** (verify existing system for renovations) (Updates to)
	Y	Heating - General System(s) ** (verify existing system for renovations) (Updates to)
	Y	Heating - Demolition(s) (Updates to)
	Y	Heating - Gas (and verify existing system for renovations)* (Updates to)
	Y	Heating - Steam (and verify existing system for renovations)* (Updates to)
	N	PLACEHOLDER ROW - Heating - Alternative system configurations
	Y	Ventilation - General System(s) ** (verify existing system for renovations) (Updates to)
	Y	Ventilation - Demolition(s) (Updates to)
	Y	Ventilation - Refrigeration Systems ** (verify existing system for renovations) (Updates to)
	Y	Ventilation - Chilled Water ** (verify existing system for renovations) (Updates to)
	N	PLACEHOLDER ROW - Ventilation - Alternative system configurations
	Y	Electrical - General System(s) - ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Demolition(s) (Updates to)
	Y	Electrical - Lighting ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Elevators ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Lightning Protection System(s) ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Fire Alarm System(s) ** (verify existing system for renovations) (Updates to)
	Y	Electrical - Emergency Generator systems to support ** (verify existing systems for renovations) (Updates to)
	N	PLACEHOLDER ROW - Electrical - Cut Sheets or Product Sheets on Lighting fixtures
	N	PLACEHOLDER ROW - Electrical - CUSTOM
	Y	Building Automation Systems- General - ** (verify existing system for renovations) (Updates to)
	Y	Building Automation Systems - Demolition(s) (Updates to)
	Y	Building Automation Systems - Systems Network Architecture (Updates to)
	Y	Building Automation Systems - HVAC Temperature Controls System(s) (Updates to)
	N	PLACEHOLDER ROW - Building Automation Systems - CUSTOM
	Y	Access Controls - General Systems (Updates to)

U12345 - Davenport Hall Addition & Remodel - Example

Bid & Award - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
 Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018
 Last Edited

Planner
 Edited by

Jane Doe
 Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	Access Controls - Demolition(s) (Updates to)
	N	PLACEHOLDER ROW - Access Controls - CUSTOM
	Y	Telecom - General Systems (Updates to)
	Y	Telecom - Demolition(s) (Updates to)
	N	PLACEHOLDER ROW - Telecom - CUSTOM
	Y	Audio Visual - General Systems (Updates to)
	Y	Audio Visual - Demolition(s) (Updates to)
	N	PLACEHOLDER ROW - Audio Visual - CUSTOM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Y	04b. Project Applicable Information / Calculations - Updated
Y	(Updates to) Occupancy calculations between existing and proposed; breaking down the FTE
N	PLACEHOLDER ROW - Soil Borings and Soils Report
Y	(Updates to) Stormwater Runoff Rate Calculation/Model Results and Water Detention
Y	(Updates to) Asbestos and Lead Survey and Recommendations
N	PLACEHOLDER ROW - Results of Hazardous Materials Testing and Hazardous Materials Mediation Plan
N	PLACEHOLDER ROW - EPA & State Permits (including but not limited to SWPPP)
Y	Safety & Compliance / Environmental - Checklist
Y	(Complete) Excel files of all equipment schedules for all disciplines.
N	PLACEHOLDER ROW - Results of existing exterior envelope material tests or strengths (i.e. brick and mortar tests, pull tests of existing mechanical fasteners, etc...)
N	PLACEHOLDER ROW - Results of any existing structural materials tests or verification / scans of structure layout.
Y	(Updates to) Summary of floor analysis for required strengthening (for new walls, materials, mechanical equipment change in use).
Y	(Updates to) Summary of lateral force resisting systems (for new tributary load or compromising of existing system).
Y	(Updates to)LEED Version (v4) Prerequisites Narrative
Y	LEED Minimum Silver or better Registration (>10,000 sqft and/or Capital Projects >= \$5million; Major renovations or New Construction)
Y	(Updates to)LEED Project Checklist - (previously referred to as LEED Scorecard)
Y	Energy Model (per ASHRAE 90.1, version from 2013)
Y	(Updates to)Life Cycle Cost Analysis for selected systems (for projects exceeding 25,000 SF)
Y	(Updates to)Energy Budget
Y	(Completed) Chilled Water Capacity Charge form
Y	(Updates to)Utilities Peak Load Estimates
Y	Energy Standards – proof of compliance
Y	(Updates to) Hydraulic Analysis for water and waste - ** calculations available upon request
Y	(Updates to) Hydraulic Analysis for fire protection - ** calculations available upon request
N	PLACEHOLDER ROW - Harmonic Analysis Report for VFDs (N/A till construction)
Y	(Updates to) Results of Emergency Generator Load Calculation - ** calculations available upon request
N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
Y	(Updates to) Results of Transformer Load Calculation -** calculations available upon request
Y	(Updates to) Results of Short-Circuit (Fault) Analysis of Building Electrical System- ** calculations available upon request
Y	(Updates to) Extensions of Primary Electrical Distribution-** calculations available upon request

U12345 - Davenport Hall Addition & Remodel - Example

Bid & Award - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018	Planner	Jane Doe
<i>Last Edited</i>	<i>Edited by</i>	<i>Most Recent Editor's Name</i>

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	(Updates to) Results of Proposed Lighting Power Density Calculation (output from COMcheck software or similar) showing Compliance with Energy Codes and Standards -** calculations available upon request
	Y	(Updates to) Results of Point-by-Point Exterior Lighting Calculations Showing Compliance with IESNA Recommendations
	Y	(Updates to) Results of Point-by-Point Interior Lighting Calculations for Each Typical Space
	Y	(Updates to) Extensions of Primary Building Automation Systems
	N	PLACEHOLDER ROW - IDNR Consultation (EcoCAT and results)
	N	PLACEHOLDER ROW - Results of Environmental Impact Assessments or Statements
	N	PLACEHOLDER ROW - Results of Archeological Field Reports or Assessments
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Date Transmitted	Applies?	Item Name
	Y	05a. Ext. & Int. Finishes Binder(s)/Finishes Board(s) (Updates - Including Bid Alts.)
	Y	(Updates to) Product Samples of Floor Coverings, Wall Covering, Window Treatment, Ceiling Tile, etc...
	Y	(Updates to) Paint selections and combinations
	N	PLACEHOLDER ROW - PSC contracted mock-ups to match existing brick
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Date Transmitted	Applies?	Item Name
	Y	05b. Furnitures, Fixtures, and Equipment Binder(s) (Updates - Including Bid Alts.)
	Y	(Updates to) Cut Sheets
	Y	(Updates to) Product Samples
	N	PLACEHOLDER ROW - "Furniture Information Form" (electronic)
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Date Transmitted	Applies?	Item Name
	Y	06. Project Manual (Signed & Sealed including Bid Alts.)
	Y	* Summary of Changes by Discipline (beyond corrections from comments) - UNDER SEPARATE COVER & NOT BOUND WITH MANUAL
	Y	* Checklist for specification sections with submittals required (materials, shop drawings, calcs, etc...) - UNDER SEPARATE COVER & NOT BOUND WITH MANUAL.
	Y	Front End Documents [Div 00]
	N	PLACEHOLDER ROW - Outline Specifications (CSI Format)
	Y	(Complete) Technical Specifications [Div 01 and after]
	Y	(Complete) FF&E Outline Specification for at least 2 competitor packages
	Y	(Complete) Voice/Data Communications System Requirements
	Y	(Complete) AV Systems Requirements, including Millwork, Associated Cooling, Power, Grounding, Data / Telecomm, Acoustics & Noise Control, and Lighting System. Cables Identified by Manufacturer/Model Number.
	Y	Soil Borings and Soils Report (With Applicable Section)
	Y	Results of Hazardous Materials Testing and Hazardous Materials Mediation Plan (With Applicable Section)
	Y	(All received) EPA & State Permits (With Applicable Section)
	Y	Results of flow testing (With Applicable Section)
	Y	Results of existing exterior envelope material tests or strengths (With Applicable section)
	Y	Results of any existing structural materials tests or verification / scans of structure layout. (With Applicable section)
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

U12345 - Davenport Hall Addition & Remodel - Example

Bid & Award - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018	Planner	Jane Doe
<small>Last Edited</small>	<small>Edited by</small>	<small>Most Recent Editor's Name</small>

Date Transmitted	Applies?	Item Name <small>(Item's with only one * - Updates beyond first listed phase)</small>
------------------	----------	--

Y		07a. <u>Drawing Set (Signed & Sealed including Bid Alts.)</u>
	Y	<i>Title Sheet (Complete)</i>
	Y	<i>Code Compliance (Complete)</i>
	Y	<i>Life Safety (Complete)</i>
	Y	<i>General Project Info (Complete)</i>
	Y	<u>Asbestos, Lead Based Paint, & Hazardous Materials Drawings (Including Bid Alts.)</u>
	N	<i>PLACEHOLDER ROW - CUSTOM - Asbestos</i>
	Y	<i>Asbestos Removal, Remediation, Containment (Complete)</i>
	N	<i>PLACEHOLDER ROW - CUSTOM - Lead Based Paint</i>
	Y	<i>Lead Based Paint Removal, Remediation, Containment (Complete)</i>
	N	<i>PLACEHOLDER ROW - CUSTOM - Hazardous Materials</i>
	Y	<i>Other Hazardous Materials Removal, Remediation, Containment (Complete)</i>
	Y	<u>Site, Civil, & Landscape Drawings (Including Bid Alts.)</u>
	N	<i>PLACEHOLDER ROW - CUSTOM - Site / Civil / Landscape</i>
	N	<i>PLACEHOLDER ROW - CUSTOM - Site / Civil / Landscape</i>
	Y	<i>Civil, Site, Landscape Symbols, Abbreviations, and General Notes (Complete)</i>
	Y	<i>Site Clearing, Demolitions, & Abandonments (Complete)</i>
	Y	<i>Site Plan (show tree protection if not yet shown in laydown plan)(Complete)</i>
	Y	<i>Storm Water Detention Plan (Complete)</i>
	Y	<i>Pavement, Sidewalks, and/or Utility Sections (Complete)</i>
	Y	<i>Utility Relocations (Complete)</i>
	Y	<i>Utility Site Plan and Details (Complete)</i>
	Y	<i>Traffic Control Plans - Vehicular & Pedestrian (Complete)</i>
	Y	<i>Construction Layout/Laydown Plan with tree protection(Complete)</i>
	Y	<i>Landscape Plan (Complete)</i>
	Y	<u>Architectural Drawings (Including Bid Alts.)</u>
	N	<i>PLACEHOLDER ROW - CUSTOM - Architectural</i>
	N	<i>PLACEHOLDER ROW - CUSTOM - Architectural</i>
	Y	<i>Architectural Symbols, Abbreviations, and General Notes (Complete)</i>
	N	<i>PLACEHOLDER ROW - Renderings</i>
	Y	<i>Demolition(s) (Complete)</i>
	Y	<i>Floor Plans - Large Scale (Complete)</i>
	Y	<i>Floor Plans (Complete)</i>
	Y	<i>Roof Plan (Complete)</i>
	Y	<i>Building Elevations - Exterior (Complete)</i>
	Y	<i>Transverse and Longitudinal Sections (Complete)</i>
	Y	<i>Wall Sections - All Major Exterior (Complete)</i>
	Y	<i>Partial Sections and Details (Complete)</i>
	Y	<i>Wall / Window Details (Complete)</i>
	Y	<i>Sections through Elevators (Complete)</i>
	Y	<i>Exterior Wall and Roof Details (Complete)</i>
	Y	<i>Reflected Ceiling Plan (Complete)</i>
	Y	<i>Interior Elevations and Details(Complete)</i>
	Y	<i>Door/Hardware; Room Finish; Window; and Equipment Schedules (Complete)</i>
	Y	<i>Interior Partition Types; Door and Window Details (Complete)</i>
	Y	<i>Interior Signage (Complete)</i>
	Y	<i>Fixed Equipment; Casework; and Millwork (Complete)</i>
	Y	<i>FF&E Plans (Complete)</i>
	N	<i>PLACEHOLDER ROW - CUSTOM - Architectural</i>

U12345 - Davenport Hall Addition & Remodel - Example

Bid & Award - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018

Planner

Jane Doe

Last Edited

Edited by

Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	<u>Structural Drawings (Including Bid Alts.)</u>
	N	PLACEHOLDER ROW - CUSTOM - Structural -
	N	PLACEHOLDER ROW - CUSTOM - Structural -
	Y	Structural Symbols, Abbreviations, Code Information, and General Notes (Complete)
	Y	Structural Demolition(s) (Complete)
	Y	Foundation Plan (Complete)
	Y	Foundation to wall connections (bolted/reinforcing bar dowels) (Complete)
	Y	Column and Base Plate Schedule (Complete)
	Y	Foundation Individual Details (Complete)
	Y	Structural Masonry Wall Plan (Complete)
	Y	Structural Masonry Details (Complete)
	Y	Lintel Details (Complete)
	Y	Lateral Force Resisting System Plan and Details (Complete)
	Y	Floor Framing Plans (Complete)
	Y	Roof Framing Details (Complete)
	Y	<u>Plumbing Drawings (Including Bid Alts.)</u>
	N	PLACEHOLDER ROW - CUSTOM - Plumbing -
	N	PLACEHOLDER ROW - CUSTOM - Plumbing -
	Y	Plumbing Symbols, Abbreviations, and General Notes (Complete)
	Y	Plumbing Demolition(s) (Complete)
	Y	Plumbing Floor Plans and Roof Plan (Complete)
	Y	Plumbing Sanitary, Vent, Storm, Water Riser Diagram (Complete)
	Y	Plumbing Details and Sections (Complete)
	Y	Plumbing Fixture Schedule (Complete)
	Y	<u>Fire Protection / Fire Suppression Drawings (Including Bid Alts.)</u>
	N	PLACEHOLDER ROW - CUSTOM - Fire Suppression -
	N	PLACEHOLDER ROW - CUSTOM - Fire Suppression -
	Y	Sprinkler System Symbols, Abbreviations, and General Notes (Complete)
	Y	Sprinkler System Demolition(s) (Complete)
	Y	Sprinkler System Floor Plans (Complete)
	Y	Sprinkler System Flow and Riser Diagrams (Complete)
	Y	Sprinkler/Fire Pump Room Large Scale Plan (Complete)
	Y	Sprinkler System Equipment Schedule (Complete)
	Y	Sprinkler System Details and Sections (Complete)
	Y	<u>Heating Drawings (Including Bid Alts.)</u>
	N	PLACEHOLDER ROW - CUSTOM - Heating -
	N	PLACEHOLDER ROW - CUSTOM - Heating -
	Y	Heating and A/C Symbols, Abbreviations, and General Notes (Complete)
	Y	Heating and A/C Demolition(s) (Complete)
	Y	Heating and A/C Floor Plans (Complete)
	Y	Heating and Cooling Piping Isometrics/Flow Diagrams (Complete)
	Y	Heating and A/C Large Scale Mechanical Room Plans (Complete)
	Y	Heating and A/C Equipment Schedule (Complete)
	Y	Heating and A/C Details and Sections (Complete)
	Y	<u>Ventilation Drawings (Including Bid Alts.)</u>
	N	PLACEHOLDER ROW - CUSTOM - Ventilation -
	N	PLACEHOLDER ROW - CUSTOM - Ventilation -
	Y	Ventilation Symbols, Abbreviations, and General Notes (Complete)
	Y	Ventilation Demolition(s) (Complete)
	Y	Ventilation Floor Plans (Complete)

U12345 - Davenport Hall Addition & Remodel - Example

Bid & Award - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018

Planner

Jane Doe

Last Edited

Edited by

Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	Y	Ventilation Air Flow Diagrams (Complete)
	Y	Ventilation Large Scale Mechanical Room Plans (Complete)
	Y	Ventilation Details and Sections (Complete)
	Y	Ventilation Equipment Schedule (Complete)
	Y	Temperature Control Drawings (Including Bid Alts.)
	N	PLACEHOLDER ROW - CUSTOM - Temperature Control
	N	PLACEHOLDER ROW - CUSTOM - Temperature Control
	Y	Temperature Control Symbols, Abbreviations, and General Notes (Complete)
	Y	Temperature Control Demolition(s) (Complete)
	Y	Temperature Control Floor Plans (Complete)
	Y	Temperature Control Sequences, Schedules, and Diagrams(Complete)
	Y	Electrical Drawings (Including Bid Alts.)
	N	PLACEHOLDER ROW - CUSTOM - Electrical
	N	PLACEHOLDER ROW - CUSTOM - Electrical
	Y	Electrical Symbols, Abbreviations, and General Notes (Complete)
	Y	Electrical Demolition(s) (Complete)
	Y	Electrical Floor Plans w/ Devices for Power (Complete)
	Y	Electrical Lighting Plans; Power Plans (Complete)
	Y	Electrical Primary Feed Diagrams (Complete)
	Y	Electrical Feeder Schedule (Complete)
	Y	Electrical Secondary Riser Diagrams (Complete)
	Y	Electrical Power Distribution Schedule (Complete)
	Y	Electrical Grounding Riser Diagram (Complete)
	Y	Electrical Details (Complete)
	Y	Electrical Fixture Schedule and Equipment (Complete)
	Y	Electrical Lightning Protection Sections / Diagrams(Complete)
	Y	Electrical Lightning Protection Details (Complete)
	Y	Fire Alarm Drawings (Including Bid Alts.)
	N	PLACEHOLDER ROW - CUSTOM - Fire Alarm
	N	PLACEHOLDER ROW - CUSTOM - Fire Alarm
	Y	Fire Alarm Symbols, Abbreviations, and General Notes (Complete)
	Y	Fire Alarm Demolition(s) (Complete)
	Y	Fire Alarm Floor Plans (Complete)
	Y	Fire Alarm Riser Diagrams and Connections (Complete)
	Y	Fire Alarm Details (Complete)
	Y	Building Automation Systems Drawings (HVAC Instrumentation and Control) (Including Bid Alts.)
	N	PLACEHOLDER ROW - CUSTOM - Building Automation Systems
	N	PLACEHOLDER ROW - CUSTOM - Building Automation Systems
	Y	Building Automation Symbols, Abbreviations, and General Notes (Complete)
	Y	Building Automation Systems Demolition(s) (Complete)
	Y	Building Automation Floor Plans and Approximate Control Panel Locations & Other Instruments or Device Locations (Complete)
	Y	Building Automation Systems Diagrams, Points List (Diagrammatical or Spreadsheet), Device Schedule, and Sequences of Operation (Complete)
	Y	Building Network Connections and Integration (Complete)
	Y	Temperature Controls Building Automation Systems - Sequence of Operation (Complete)
	Y	Building Automation Systems Details (Complete)
	Y	Access Controls Drawings (Including Bid Alts.)
	N	PLACEHOLDER ROW - CUSTOM Access Controls

U12345 - Davenport Hall Addition & Remodel - Example

Bid & Award - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
 Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018
 Last Edited

Planner
 Edited by

Jane Doe
 Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
	N	PLACEHOLDER ROW - CUSTOM Access Controls
	Y	Access Control Symbols, Abbreviations, and General Notes (Complete)
	Y	Access Control Demolition(s) (Complete)
	Y	Access Control Floor Plans (Complete)
	Y	Access Control Logic Diagrams, Points Lists and Device Schedule (Complete)
	Y	Access Control Details (Complete)
	Y	Telecom Drawings (Including Bid Alts.)
	N	PLACEHOLDER ROW - CUSTOM Telecom
	N	PLACEHOLDER ROW - CUSTOM Telecom
	Y	Telecom Symbols, Abbreviations, and General Notes (Complete)
	Y	Telecom Demolition(s) (Complete)
	Y	Telecom/Data Floor Plans w/ Devices (Complete)
	Y	Telecom/Data Raceway Distribution (Complete)
	Y	Telecom/Data Riser Diagram (Complete)
	Y	Telecom/Data Details and Sections (Complete)
	Y	Audio Visual Drawings (Including Bid Alts.)
	Y	Audio Visual Symbols, Abbreviations, and General Notes (Complete)
	Y	A/V Demolition(s) (Complete)
	Y	AV System Floor Plans. Equipment identified, Equipment Clearance & Throw Distances Dimensioned, Power, Conduit & Backbox Layouts Shown. Cables shown separated by type/signal level; all Cables Leaving Room Clearly Shown. (Complete)
	Y	AV System Details: Equipment Installation Details, AV Rack Elevations for each Rack, Major Equipment Components Located in the Rack, Custom Plate Details, and Plates Associated with Equipment Plans and System Line Diagrams. Equipment Mounting Details which Support More than 40 Pounds shall be stamped by a Licensed Structural Engineer. (Complete)
	Y	AV System Line Diagrams, showing: (Complete)
	Y	Signal flow from input to output, left to right (Complete)
	Y	Major pieces of equipment identified by manufacturer, model number & description (Complete)
	Y	Equipment associated with plans and details (Complete)
	Y	All field and rack cabling and signal type (Complete)
	Y	Video signal resolutions (Complete)
	Y	Manufacturer & model number of all premade cables (Complete)
	Y	Typical pin out details (Complete)
	Y	Video Security System – Approved Camera Locations (Complete)

Y 07b. Building Information Model (BIM) (Updates & LOD of 300)

N 08a. Design Presentation Not Used In This Construction Phase

N 09. Illinois State Historic Preservation Office (ISHPO) Not Used In This Construction Phase

BID & AWARD SPECIFIC ITEMS

U12345 - Davenport Hall Addition & Remodel - Example

Bid & Award - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018
Last Edited

Planner
Edited by

Jane Doe
Most Recent Editor's Name

Date Transmitted	Applies?	Item Name <i>(Item's with only one * - Updates beyond first listed phase)</i>
------------------	----------	--

Y

10. Log of Plan Holders

Y

11. Addenda (to Project Manual and Drawings)

Y

12. PreBid Meeting

N

PLACEHOLDER ROW - Agenda

N

PLACEHOLDER ROW - Sign In

Y

Meeting Minutes

Y

13. Written Analysis of Award of Construction Contract

**"PSC Transmittal Guidance" for Design Phases & Construction Phase Submittals
U12345 - Davenport Hall Addition & Remodel - Example**

Master Template last updated on: 10/05/2018

Transmittal sheets shall include (BOLD ITEMS should appear on each document sheet or plan sheet):

- o Date
- o Design Phase (SD, DD, 50% CD, etc....) or Report of Conceptualization Phase (Draft, 50% Draft, 75% Draft, Final, etc...)
- o U of I recipient name, Planner and/or PM name(s)
- o U of I project number
- o Full project title

Addenda is included in Bid & Award

Bid & Award

Choose design phase for transmittal from drop down

Recipient	Required products to Deliver
F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	e,PM,D
Design & Construction Submittal Receiving	PBOD*, PC*,FB*, PM,D,CD - Check Tab A for # of Manuals, Drawings, and sheet size.
Code Compliance: Craig Grant <cprgrant@illinois.edu>	e,D,PC*, PBOD*
Technology Services (CITES) Plant Design: Vince Tutich <vgtutich@illinois.edu>	e, D
Technology Services - Service/Project Management Office (formerly CITES CCME) :	e
Division of Public Safety:	e
Parking Department:	e
Project Department(s): Provost Office	E,D,PM
Project College (as applicable): LAS	E,D,PM
Other: Campus Historic Preservation Officer	E,D,PM

Key: CD = mailed CD with pdf and all native files (cad, word, excel, etc.) D = paper 07a Drawings, E = emailed pdfs, e = backdoor internal access to F&S files, PR = paper 04a Report, PBOD = paper 04a Basis of Design, PC = paper 04b Info / Calcs, PM = paper 06 Project Manual, FB = hard copy 05a & 05b Finishes Binder/Boards and/or FFE Binder

Submittals must conform to the "Project Submittal Requirements"		
Deliverable	Required for this submittal	
	Y/N	format & delivery method to PM / QA
00 - Minimum List of Deliverables	Y	Record CD and printed phase specific copy to PM & Design and Construction Submittal Receiving before review meeting, emailed to <fandsubmittalrev@mx.uillinois.edu> & PM. Printed copy to PM, Planner & Client only
01 - Construction Cost Estimate <i>- Quantity Takeoff in CSI Format (Updated including Bid Alts.)</i>	Y	Before review meeting, emailed to <fandsubmittalrev@mx.uillinois.edu> before review meeting, emailed to <fandserevprocom@mx.uillinois.edu> and PM or Planner
02 - Project Schedule <i>- Updated</i>	Y	Printed and record CD
03 - Written Response to Comments	Y	Printed and record CD
04a - Basis of Design (BOD) <i>- Updates Only</i>	Y	Hard copy, electronic (photographs) on CD
04b - Project Applicable Information / Calculations <i>- Updated</i>	Y	Hard copy, electronic (photographs) on CD
05a - Ext. & Int. Finishes Binder(s)/Finishes Board(s) <i>(Updates - Including Bid Alts.)</i>	Y	Printed and record CD
05b - Furnitures, Fixtures, and Equipment Binder(s) <i>(Updates - Including Bid Alts.)</i>	Y	Printed and record CD
06 - Project Manual <i>(Signed & Sealed including Bid Alts.)</i>	Y	Record CD or DVD
07a - Drawing Set <i>(Signed & Sealed including Bid Alts.)</i>	Y	
07b - Building Information Model (BIM) <i>(Updates & LOD of 300)</i>	Y	
08 - Design Presentation	N	
09 - Illinois State Historic Preservation Office (ISHPO)	N	
10 - Log of Plan Holders	Y	Email PM
11 - Addenda (to Project Manual and Drawings)	Y	Printed and record CD
12 - PreBid Meeting	Y	Supplied at meetings and followed up by email to attendees and PM
13 - Written Analysis of Award of Construction Contract	Y	Email to PM
-		
-		
-		
-		

Include a separate transmittal sheet for each applicable recipient with the recipient's name and delivery items highlighted.

With EVERY TRANSMITTAL PRIOR TO THE CONSTRUCTION PHASES, attach the following behind the transmittal sheet for the Planner/PM and Quality Assurance Copies:

- o Printout of "TAB [A-Info, Phases, Recip.]
- o Printout of Updated "Bid & Award Minimum List of Deliverables" Checklist for Phase
- o Updated Excel file of this spreadsheet on the CD

U12345 - Davenport Hall Addition & Remodel - Example

Closeout - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
 Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018 Last Edited	Planner Edited by	Jane Doe Most Recent Editor's Name
--------------------------	----------------------	---------------------------------------

Date Transmitted	Applies?	Item Name
------------------	----------	-----------

Y	00. *	Minimum List of Deliverables - Current
---	--------------	---

N	01.	Construction Cost Estimate Not Used In This Construction Phase
---	----------------	---

N	02. *	Project Schedule Not Used In This Construction Phase
---	------------------	---

N	03.	Written Response to Comments Not Used In This Construction Phase
---	----------------	---

Y	04a. *	Basis of Design (BOD) - Final including All Updates
---	---------------	--

Y		Project Description (Final w/ all updates)
---	--	---

N		PLACEHOLDER ROW - Program Needs Assessment
---	--	---

N		PLACEHOLDER ROW - Program Summary / Analysis
---	--	---

N		PLACEHOLDER ROW - Major Project Goals; Objectives; and Design Requirements
---	--	---

Y		Special Considerations (Final w/ all updates)
---	--	--

Y		Code Analysis - As Applicable (Final w/ all updates)
---	--	---

Y		Permit Analysis - As Applicable (Final w/ all updates)
---	--	---

Y		Variances - As Applicable (Final w/ all updates)
---	--	---

N		PLACEHOLDER ROW - Results of itemized Area Analysis Comparing the Net-to-Gross Square Feet - Per Floor; Per Assembly Space; and Per Building as applicable
---	--	---

N		PLACEHOLDER ROW - Room Type Alternative Concepts
---	--	---

N		PLACEHOLDER ROW - Design Concept(s)
---	--	--

N		PLACEHOLDER ROW - Master Plan Impact and Options
---	--	---

N		PLACEHOLDER ROW - Required adjacent property acquisitions
---	--	--

N		PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
---	--	--

N		PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
---	--	--

Y		Building & Site Systems Narratives (Final w/ all updates)
---	--	--

Under separate bound cover, any detailed results, reports, surveys, tests, etc... for existing systems verification. (Final w/ all updates)

Y		Site / Civil / Landscape - Storm Water Management for changes in impervious area **(List assumptions for mitigation. Verify existing system. Any outlet into field tiles must be verified for size, location, and condition) (Final w/ all updates)
---	--	---

Y		Site / Civil / Landscape - Bike Parking, Vehicle Parking, Driveways, Multimodal Transportation (Final w/ all updates)
---	--	---

Y		Site / Civil / Landscape - Waste & Recycling Hauling, Service Access, & Loading Zones (Final w/ all updates)
---	--	--

Y		Site / Civil / Landscape - Sidewalks, Plazas, Landscape (Final w/ all updates)
---	--	--

Y		Site / Civil / Landscape - Demolition & Site Clearing (Final w/ all updates)
---	--	--

Y		Site / Civil / Landscape - Utility Relocations (Final w/ all updates)
---	--	---

Y		Site / Civil / Landscape - Utility Abandonments (Final w/ all updates)
---	--	--

N		PLACEHOLDER ROW - Site / Civil / Landscape - CUSTOM
---	--	--

Y		Architectural - Demolition(s) (Final w/ all updates)
---	--	--

Y		Architectural - Space Use (Final w/ all updates)
---	--	--

Y		Architectural - Historical Preservation (Final w/ all updates)
---	--	--

Y		Architectural - Building Envelope **(existing systems verification recommended on renovations) (Final w/ all updates)
---	--	---

Y		Architectural - Interiors (Final w/ all updates)
---	--	--

Y		Architectural - Interior and Exterior Signage (Final w/ all updates)
---	--	--

U12345 - Davenport Hall Addition & Remodel - Example

Closeout - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018

Planner

Jane Doe

Last Edited

Edited by

Most Recent Editor's Name

Date Transmitted	Applies?	Item Name
	Y	Architectural - Elevators ** (existing systems verification recommended on renovations) (Final w/ all updates)
	N	PLACEHOLDER ROW - Architectural - CUSTOM
	N	PLACEHOLDER ROW - Architectural - CUSTOM
	Y	Structural - Demolition(s) (Final w/ all updates)
	Y	Structural - Gravity Loads (Final w/ all updates)
	Y	Structural - Lateral loads and force resisting systems (Final w/ all updates)
	Y	Structural - Foundation Systems (Final w/ all updates)
	Y	Structural - Block, concrete, & steel ** (existing systems verification recommended on renovations) (Final w/ all updates)
	N	PLACEHOLDER ROW - Structural - Craning considerations / limitations
	N	PLACEHOLDER ROW - Structural - CUSTOM
	Y	Plumbing - General System(s) - ** (verify existing system for renovations) (Final w/ all updates)
	Y	Plumbing - Demolition(s) (Final w/ all updates)
	Y	Plumbing - Fixtures ** (Fixture Unit Analysis as verification of existing systems on renovations) (Final w/ all updates)
	Y	Plumbing - Air/Gas ** (verify existing system for renovations) (Final w/ all updates)
	Y	Plumbing - Water ** (verify existing system for renovations) (Final w/ all updates)
	Y	Plumbing - Sanitary ** (verify existing system for renovations) (Final w/ all updates)
	N	PLACEHOLDER ROW - Plumbing - Cut Sheets or Product Data Sheets on Plumbing Fixtures
	Y	Fire Suppression System(s) ** (verify existing system for renovations) (Final w/ all updates)
	Y	Heating - General System(s) ** (verify existing system for renovations) (Final w/ all updates)
	Y	Heating - Demolition(s) (Final w/ all updates)
	Y	Heating - Gas (and verify existing system for renovations)* (Final w/ all updates)
	Y	Heating - Steam (and verify existing system for renovations)* (Final w/ all updates)
	N	PLACEHOLDER ROW - Heating - Alternative system configurations
	Y	Ventilation - General System(s) ** (verify existing system for renovations) (Final w/ all updates)
	Y	Ventilation - Demolition(s) (Final w/ all updates)
	Y	Ventilation - Refrigeration Systems ** (verify existing system for renovations) (Final w/ all updates)
	Y	Ventilation - Chilled Water ** (verify existing system for renovations) (Final w/ all updates)
	N	PLACEHOLDER ROW - Ventilation - Alternative system configurations
	Y	Electrical - General System(s) - ** (verify existing system for renovations) (Final w/ all updates)
	Y	Electrical - Demolition(s) (Final w/ all updates)
	Y	Electrical - Lighting ** (verify existing system for renovations) (Final w/ all updates)
	Y	Electrical - Elevators ** (verify existing system for renovations) (Final w/ all updates)
	Y	Electrical - Lightning Protection System(s) ** (verify existing system for renovations) (Final w/ all updates)
	Y	Electrical - Fire Alarm System(s) ** (verify existing system for renovations) (Final w/ all updates)
	Y	Electrical - Emergency Generator systems to support ** (verify existing systems for renovations) (Final w/ all updates)
	N	PLACEHOLDER ROW - Electrical - Cut Sheets or Product Sheets on Lighting fixtures
	N	PLACEHOLDER ROW - Electrical - CUSTOM
	Y	Building Automation Systems- General - ** (verify existing system for renovations) (Final w/ all updates)
	Y	Building Automation Systems - Systems Network Architecture (Final w/ all updates)
	Y	Building Automation Systems - Systems Network Architecture (Final w/ all updates)
	Y	Building Automation Systems - HVAC Temperature Controls System(s) (Final w/ all updates)
	N	PLACEHOLDER ROW - Building Automation Systems - CUSTOM
	Y	Access Controls - General Systems (Final w/ all updates)
	Y	Access Controls - Demolition(s) (Final w/ all updates)

U12345 - Davenport Hall Addition & Remodel - Example

Closeout - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018	Planner	Jane Doe
<small>Last Edited</small>	<small>Edited by</small>	<small>Most Recent Editor's Name</small>

Date Transmitted	Applies?	Item Name
	N	PLACEHOLDER ROW - Access Controls - CUSTOM
	Y	Telecom - General Systems (Final w/ all updates)
	Y	Telecom - Demolition(s) (Final w/ all updates)
	N	PLACEHOLDER ROW - Telecom - CUSTOM
	Y	Audio Visual - General Systems (Final w/ all updates)
	Y	Audio Visual - Demolition(s) (Final w/ all updates)
	N	PLACEHOLDER ROW - Audio Visual - CUSTOM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

Date Transmitted	Applies?	Item Name
	Y	4b. Project Applicable Information / Calculations - Final
	Y	(Final) Occupancy calculations between existing and proposed; breaking down the FTE
	N	PLACEHOLDER ROW - Soil Borings and Soils Report
	Y	(Final) Stormwater Runoff Rate Calculation/Model Results and Water Detention
	Y	(Final) Asbestos and Lead Survey and Recommendations
	N	PLACEHOLDER ROW - Results of Hazardous Materials Testing and Hazardous Materials Mediation Plan
	N	PLACEHOLDER ROW - EPA & State Permits (including but not limited to SWPPP)
	N	PLACEHOLDER ROW - Safety & Compliance / Environmental - Checklist -
	Y	(Installed) Excel files of all equipment schedules for all disciplines.
	N	PLACEHOLDER ROW - Results of existing exterior envelope material tests or strengths (i.e. brick and mortar tests, pull tests of existing mechanical fasteners, etc...)
	N	PLACEHOLDER ROW - Results of any existing structural materials tests or verification / scans of structure layout.
	Y	(Final) Summary of floor analysis for required strengthening (for new walls, materials, mechanical equipment change in use).
	Y	(Final) Summary of lateral force resisting systems (for new tributary load or compromising of existing system).
	Y	(Final w/ all updates)LEED Version (v4) Prerequisites Narrative
	Y	LEED Minimum Silver or better Registration (>10,000 sqft and/or Capital Projects >= \$5million; Major renovations or New Construction)
	Y	(Final w/ all updates)LEED Project Checklist - (previously referred to as LEED Scorecard)
	Y	Energy Model (per ASHRAE 90.1, version from 2013)
	Y	(Final w/ all updates)Life Cycle Cost Analysis for selected systems (for projects exceeding 25,000 SF)
	Y	(Final w/ all updates)Energy Budget
	N	PLACEHOLDER ROW - Chilled Water Capacity Charge form
	Y	(Final w/ all updates)Utilities Peak Load Estimates
	Y	Energy Standards – proof of compliance
	Y	(Final) Hydraulic Analysis for water and waste - ** calculations available upon request
	Y	(Final) Hydraulic Analysis for fire protection - ** calculations available upon request
	Y	(Final) Harmonic Analysis Report for VFDs (N/A till construction)
	Y	(Final) Results of Emergency Generator Load Calculation - ** calculations available upon request
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	Y	(Final) Results of Transformer Load Calculation -** calculations available upon request
	Y	(Final) Results of Short-Circuit (Fault) Analysis of Building Electrical System- ** calculations available upon request
	Y	(Final) Extensions of Primary Electrical Distribution-** calculations available upon request

U12345 - Davenport Hall Addition & Remodel - Example

Closeout - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018	Planner	Jane Doe
Last Edited	Edited by	Most Recent Editor's Name

Date Transmitted	Applies?	Item Name
------------------	----------	-----------

	Y	(Final) Results of Proposed Lighting Power Density Calculation (output from COMcheck software or similar) showing Compliance with Energy Codes and Standards -** calculations available upon request
	Y	(Final) Results of Point-by-Point Exterior Lighting Calculations Showing Compliance with IESNA Recommendations
	Y	(Final) Results of Point-by-Point Interior Lighting Calculations for Each Typical Space
	Y	(Final) Extensions of Primary Building Automation Systems
	N	PLACEHOLDER ROW - IDNR Consultation (EcoCAT and results)

	Y	05a. Ext. & Int. Finishes Binder(s)/Finishes Board(s) - Installed - RECORD SET
	Y	(Final Installed) Product Samples of Floor Coverings, Wall Covering, Window Treatment, Ceiling Tile, etc...
	Y	(Final Installed) Paint selections and combinations
	N	PLACEHOLDER ROW - PSC contracted mock-ups to match existing brick
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

	Y	05b. Furnitures, Fixtures, and Equipment Binder(s)- Installed - RECORD SET
	Y	(Final Installed) Cut Sheets
	Y	(Final Installed) Product Samples
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

	Y	06. Project Manual - RECORD SET (with Addenda, ASI, Field Directives, and As-Built Red Lines incorporated)
	N	PLACEHOLDER ROW - Summary of Changes by Discipline (beyond corrections from comments) - UNDER SEPARATE COVER & NOT BOUND WITH MANUAL.
	N	PLACEHOLDER ROW - Checklist for specification sections with submittals required (materials, shop drawings, calcs, etc...) - UNDER SEPARATE COVER & NOT BOUND WITH MANUAL.
	Y	(Record) Front End Documents [Div 00]
	N	PLACEHOLDER ROW - Outline Specifications (CSI Format)
	Y	(Record) Technical Specifications [Div 01 and after]
	Y	(Record) FF&E Outline Specification for at least 2 competitor packages
	Y	(Record) Voice/Data Communications System Requirements
	Y	(Record) AV Systems Requirements, including Millwork, Associated Cooling, Power, Grounding, Data / Telecomm, Acoustics & Noise Control, and Lighting System. Cables Identified by Manufacturer/Model Number.
	Y	(Record) Soil Borings and Soils Report (With Applicable Section)
	Y	(Record) Results of Hazardous Materials Testing and Hazardous Materials Mediation Plan (With Applicable Section)
	Y	(Record) EPA & State Permits (With Applicable Section)
	Y	(Record) Results of flow testing (With Applicable Section)
	Y	(Record) Results of existing exterior envelope material tests or strengths (With Applicable section)
	Y	(Record) Results of any existing structural materials tests or verification / scans of structure layout. (With Applicable section)
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM
	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM

U12345 - Davenport Hall Addition & Remodel - Example

Closeout - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
 Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018
Last Edited

Planner
Edited by

Jane Doe
Most Recent Editor's Name

Date Transmitted	Applies?	Item Name
Y		<u>07a. Drawing Set- RECORD SET (with Addenda, ASI, Field Directives, and As-Built Red Lines incorporated)</u>
	Y	Title Sheet (Record)
	Y	Code Compliance (Record)
	Y	Life Safety (Record)
	Y	General Project Info (Record)
	Y	<u>Asbestos, Lead Based Paint, & Hazardous Materials Drawings(Record)</u>
	N	PLACEHOLDER ROW - CUSTOM - Asbestos
	Y	Asbestos Removal, Remediation, Containment (Record)
	N	PLACEHOLDER ROW - CUSTOM - Lead Based Paint
	Y	Lead Based Paint Removal, Remediation, Containment (Record)
	N	PLACEHOLDER ROW - CUSTOM - Hazardous Materials
	Y	Other Hazardous Materials Removal, Remediation, Containment (Record)
	Y	<u>Site, Civil, & Landscape Drawings(Record)</u>
	N	PLACEHOLDER ROW - CUSTOM - Site / Civil / Landscape
	N	PLACEHOLDER ROW - CUSTOM - Site / Civil / Landscape
	Y	Civil, Site, Landscape Symbols, Abbreviations, and General Notes (Record)
	Y	Site Clearing, Demolitions, & Abandonments (Record)
	Y	Site Plan (show tree protection if not yet shown in laydown plan)(Record)
	Y	Storm Water Detention Plan (Record)
	Y	Pavement, Sidewalks, and/or Utility Sections (Record)
	Y	Utility Relocations (Record)
	Y	Utility Site Plan and Details (Record)
	Y	Traffic Control Plans - Vehicular & Pedestrian (Record)
	Y	Construction Layout/Laydown Plan with tree protection(Record)
	Y	Landscape Plan (Record)
	Y	<u>Architectural Drawings(Record)</u>
	N	PLACEHOLDER ROW - CUSTOM - Architectural
	N	PLACEHOLDER ROW - CUSTOM - Architectural
	Y	Architectural Symbols, Abbreviations, and General Notes (Record)
	N	PLACEHOLDER ROW - Renderings
	Y	Demolition(s) (Record)
	Y	Floor Plans - Large Scale (Record)
	Y	Floor Plans (Record)
	Y	Roof Plan (Record)
	Y	Building Elevations - Exterior (Record)
	Y	Transverse and Longitudinal Sections (Record)
	Y	Wall Sections - All Major Exterior (Record)
	Y	Partial Sections and Details (Record)
	Y	Wall / Window Details (Record)
	Y	Sections through Elevators (Record)
	Y	Exterior Wall and Roof Details (Record)
	Y	Reflected Ceiling Plan (Record)
	Y	Interior Elevations and Details(Record)
	Y	Door/Hardware; Room Finish; Window; and Equipment Schedules (Record)
	Y	Interior Partition Types; Door and Window Details (Record)
	Y	Interior Signage (Record)

U12345 - Davenport Hall Addition & Remodel - Example

Closeout - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018	Planner	Jane Doe
Last Edited	Edited by	Most Recent Editor's Name

Date Transmitted	Applies?	Item Name
	Y	Fixed Equipment; Casework; and Millwork (Record)
	Y	FF&E Plans (Record)
	N	PLACEHOLDER ROW - CUSTOM - Architectural
	Y	Structural Drawings(Record)
	N	PLACEHOLDER ROW - CUSTOM - Structural
	N	PLACEHOLDER ROW - CUSTOM - Structural
	Y	Structural Symbols, Abbreviations, Code Information, and General Notes (Record)
	Y	Structural Demolition(s) (Record)
	Y	Foundation Plan (Record)
	Y	Foundation to wall connections (bolted/reinforcing bar dowels) (Record)
	Y	Column and Base Plate Schedule (Record)
	Y	Foundation Individual Details (Record)
	Y	Structural Masonry Wall Plan (Record)
	Y	Structural Masonry Details (Record)
	Y	Lintel Details (Record)
	Y	Lateral Force Resisting System Plan and Details (Record)
	Y	Floor Framing Plans (Record)
	Y	Roof Framing Details (Record)
	Y	Plumbing Drawings(Record)
	N	PLACEHOLDER ROW - CUSTOM - Plumbing
	N	PLACEHOLDER ROW - CUSTOM - Plumbing
	Y	Plumbing Symbols, Abbreviations, and General Notes (Record)
	Y	Plumbing Demolition(s) (Record)
	Y	Plumbing Floor Plans and Roof Plan (Record)
	Y	Plumbing Sanitary, Vent, Storm, Water Riser Diagram (Record)
	Y	Plumbing Details and Sections (Record)
	Y	Plumbing Fixture Schedule (Record)
	Y	Fire Protection / Fire Suppression Drawings(Record)
	N	PLACEHOLDER ROW - CUSTOM - Fire Suppression
	N	PLACEHOLDER ROW - CUSTOM - Fire Suppression
	Y	Sprinkler System Symbols, Abbreviations, and General Notes (Record)
	Y	Sprinkler System Demolition(s) (Record)
	Y	Sprinkler System Floor Plans (Record)
	Y	Sprinkler System Flow and Riser Diagrams (Record)
	Y	Sprinkler/Fire Pump Room Large Scale Plan (Record)
	Y	Sprinkler System Equipment Schedule (Record)
	Y	Sprinkler System Details and Sections (Record)
	Y	Heating Drawings(Record)
	N	PLACEHOLDER ROW - CUSTOM - Heating
	N	PLACEHOLDER ROW - CUSTOM - Heating
	Y	Heating and A/C Symbols, Abbreviations, and General Notes (Record)
	Y	Heating and A/C Demolition(s) (Record)
	Y	Heating and A/C Floor Plans (Record)
	Y	Heating and Cooling Piping Isometrics/Flow Diagrams (Record)
	Y	Heating and A/C Large Scale Mechanical Room Plans (Record)
	Y	Heating and A/C Equipment Schedule (Record)
	Y	Heating and A/C Details and Sections (Record)
	Y	Ventilation Drawings(Record)

U12345 - Davenport Hall Addition & Remodel - Example

Closeout - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018	Planner	Jane Doe
Last Edited	Edited by	Most Recent Editor's Name

Date Transmitted	Applies?	Item Name
	N	PLACEHOLDER ROW - CUSTOM - Ventilation
	N	PLACEHOLDER ROW - CUSTOM - Ventilation
	Y	Ventilation Symbols, Abbreviations, and General Notes (Record)
	Y	Ventilation Demolition(s) (Record)
	Y	Ventilation Floor Plans (Record)
	Y	Ventilation Air Flow Diagrams (Record)
	Y	Ventilation Large Scale Mechanical Room Plans (Record)
	Y	Ventilation Details and Sections (Record)
	Y	Ventilation Equipment Schedule (Record)
	Y	Temperature Control Drawings(Record)
	N	PLACEHOLDER ROW - CUSTOM - Temperature Control
	N	PLACEHOLDER ROW - CUSTOM - Temperature Control
	Y	Temperature Control Symbols, Abbreviations, and General Notes (Record)
	Y	Temperature Control Demolition(s) (Record)
	Y	Temperature Control Floor Plans (Record)
	Y	Temperature Control Sequences, Schedules, and Diagrams(Record)
	Y	Electrical Drawings(Record)
	N	PLACEHOLDER ROW - CUSTOM - Electrical
	N	PLACEHOLDER ROW - CUSTOM - Electrical
	Y	Electrical Symbols, Abbreviations, and General Notes (Record)
	Y	Electrical Demolition(s) (Record)
	Y	Electrical Floor Plans w/ Devices for Power (Record)
	Y	Electrical Lighting Plans; Power Plans (Record)
	Y	Electrical Primary Feed Diagrams (Record)
	Y	Electrical Feeder Schedule (Record)
	Y	Electrical Secondary Riser Diagrams (Record)
	Y	Electrical Power Distribution Schedule (Record)
	Y	Electrical Grounding Riser Diagram (Record)
	Y	Electrical Details (Record)
	Y	Electrical Fixture Schedule and Equipment (Record)
	Y	Electrical Lightning Protection Sections / Diagrams(Record)
	Y	Electrical Lightning Protection Details (Record)
	Y	Fire Alarm Drawings(Record)
	N	PLACEHOLDER ROW - CUSTOM - Fire Alarm
	N	PLACEHOLDER ROW - CUSTOM - Fire Alarm
	Y	Fire Alarm Symbols, Abbreviations, and General Notes (Record)
	Y	Fire Alarm Demolition(s) (Record)
	Y	Fire Alarm Floor Plans (Record)
	Y	Fire Alarm Riser Diagrams and Connections (Record)
	Y	Fire Alarm Details (Record)
	Y	Building Automation Systems Drawings (HVAC Instrumentation and Control)(Record)
	N	PLACEHOLDER ROW - CUSTOM - Building Automation Systems
	N	PLACEHOLDER ROW - CUSTOM - Building Automation Systems
	Y	Building Automation Symbols, Abbreviations, and General Notes (Record)
	Y	Building Automation Systems Demolition(s) (Record)
	Y	Building Automation Floor Plans and Approximate Control Panel Locations & Other Instruments or Device Locations (Record)

U12345 - Davenport Hall Addition & Remodel - Example

Closeout - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
Master Template last updated on: 10/05/2018. Struck out text is not required.

10/5/2018	Planner	Jane Doe
Last Edited	Edited by	Most Recent Editor's Name

Date Transmitted	Applies?	Item Name
	Y	Building Automation Systems Diagrams, Points List (Diagrammatical or Spreadsheet), Device Schedule, and Sequences of Operation (Record)
	Y	Building Network Connections and Integration (Record)
	Y	Temperature Controls Building Automation Systems - Sequence of Operation (Record)
	Y	Building Automation Systems Details (Record)
	Y	Access Controls Drawings(Record)
	N	PLACEHOLDER ROW - CUSTOM Access Controls
	N	PLACEHOLDER ROW - CUSTOM Access Controls
	Y	Access Control Symbols, Abbreviations, and General Notes (Record)
	Y	Access Control Demolition(s) (Record)
	Y	Access Control Floor Plans (Record)
	Y	Access Control Logic Diagrams, Points Lists and Device Schedule (Record)
	Y	Access Control Details (Record)
	Y	Telecom Drawings(Record)
	N	PLACEHOLDER ROW - CUSTOM - Telecom -
	N	PLACEHOLDER ROW - CUSTOM - Telecom -
	Y	Telecom Symbols, Abbreviations, and General Notes (Record)
	Y	Telecom Demolition(s) (Record)
	Y	Telecom/Data Floor Plans w/ Devices (Record)
	Y	Telecom/Data Raceway Distribution (Record)
	Y	Telecom/Data Riser Diagram (Record)
	Y	Telecom/Data Details and Sections (Record)
	Y	Audio Visual Drawings(Record)
	Y	Audio Visual Symbols, Abbreviations, and General Notes (Record)
	Y	A/V Demolition(s) (Record)
	Y	AV System Floor Plans. Equipment identified, Equipment Clearance & Throw Distances Dimensioned, Power, Conduit & Backbox Layouts Shown. Cables shown separated by type/signal level; all Cables Leaving Room Clearly Shown. (Record)
	Y	AV System Details: Equipment Installation Details, AV Rack Elevations for each Rack, Major Equipment Components Located in the Rack, Custom Plate Details, and Plates Associated with Equipment Plans and System Line Diagrams. Equipment Mounting Details which Support More than 40 Pounds shall be stamped by a Licensed Structural Engineer. (Record)
	Y	AV System Line Diagrams, showing: (Record)
	Y	Signal flow from input to output, left to right (Record)
	Y	Major pieces of equipment identified by manufacturer, model number & description (Record)
	Y	Equipment associated with plans and details (Record)
	Y	All field and rack cabling and signal type (Record)
	Y	Video signal resolutions (Record)
	Y	Manufacturer & model number of all premade cables (Record)
	Y	Typical pin out details (Record)
	Y	Video Security System – Approved Camera Locations (Record)

N ~~07b. Building Information Model (BIM) Not Used In This Construction Phase~~

N ~~08a. Design Presentation Not Used In This Construction Phase~~

U12345 - Davenport Hall Addition & Remodel - Example

Closeout - PSC Minimum List of Deliverables

Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001
 Master Template last updated on: 10/05/2018. Struck out text is not required.

<u>10/5/2018</u> <small>Last Edited</small>	<u>Planner</u> <small>Edited by</small>	<u>Jane Doe</u> <small>Most Recent Editor's Name</small>
--	--	---

Date Transmitted	Applies?	Item Name
------------------	----------	-----------

N	09.	<u>Illinois State Historic Preservation Office (ISHPO) Not Used In This Construction Phase</u>
---	----------------	---

CLOSEOUT PHASE SPECIFIC ITEMS

Y	30.	<p><u>O & M's & Systems Manuals (check for full component list in the facility standards)</u></p> <p><small>http://www.fs.illinois.edu/docs/default-source/facility-standards/technical-sections/division-01---administrative/01-33-23---shop-drawings-product-data-and-samples.docx?sfvrsn=2</small></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:5%; text-align: center;">Y</td><td style="width:15%;"></td><td>Manufacturer's Product Data (Tech Specifications/ Cut Sheets)</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>Manufacturer's Operational Instructions</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>Supplemental Product Submittals & Shop Drawings / Approved</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>Manufacturer's Preventive Maintenance Instructions</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>Warranties and Bonds</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>Functional Performance Tests</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>Safety Precautions</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>Emergency Procedures</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>BMS/BAS Network Architecture Diagrams</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>BMS/BAS Input / Output Point List</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>BMS/BAS Integration and Mapping Details</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>BAS Licensing, Programming, and Engineering Tools</td></tr> <tr><td style="text-align: center;">Y</td><td></td><td>Images and/or screen shots of final graphical user interfaces for each installed</td></tr> <tr><td style="text-align: center;">N</td><td></td><td><small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small></td></tr> <tr><td style="text-align: center;">N</td><td></td><td><small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small></td></tr> <tr><td style="text-align: center;">N</td><td></td><td><small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small></td></tr> </table>	Y		Manufacturer's Product Data (Tech Specifications/ Cut Sheets)	Y		Manufacturer's Operational Instructions	Y		Supplemental Product Submittals & Shop Drawings / Approved	Y		Manufacturer's Preventive Maintenance Instructions	Y		Warranties and Bonds	Y		Functional Performance Tests	Y		Safety Precautions	Y		Emergency Procedures	Y		BMS/BAS Network Architecture Diagrams	Y		BMS/BAS Input / Output Point List	Y		BMS/BAS Integration and Mapping Details	Y		BAS Licensing, Programming, and Engineering Tools	Y		Images and/or screen shots of final graphical user interfaces for each installed	N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>	N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>	N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>
Y		Manufacturer's Product Data (Tech Specifications/ Cut Sheets)																																																
Y		Manufacturer's Operational Instructions																																																
Y		Supplemental Product Submittals & Shop Drawings / Approved																																																
Y		Manufacturer's Preventive Maintenance Instructions																																																
Y		Warranties and Bonds																																																
Y		Functional Performance Tests																																																
Y		Safety Precautions																																																
Y		Emergency Procedures																																																
Y		BMS/BAS Network Architecture Diagrams																																																
Y		BMS/BAS Input / Output Point List																																																
Y		BMS/BAS Integration and Mapping Details																																																
Y		BAS Licensing, Programming, and Engineering Tools																																																
Y		Images and/or screen shots of final graphical user interfaces for each installed																																																
N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>																																																
N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>																																																
N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>																																																

Y	31.	<p><u>LEED Certification / Documentation</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:5%; text-align: center;">Y</td><td style="width:15%;"></td><td>Supplemental - US Green Buildings Council Building Certification</td></tr> <tr><td style="text-align: center;">N</td><td></td><td><small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small></td></tr> <tr><td style="text-align: center;">N</td><td></td><td><small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small></td></tr> </table>	Y		Supplemental - US Green Buildings Council Building Certification	N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>	N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>
Y		Supplemental - US Green Buildings Council Building Certification									
N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>									
N		<small>PLACEHOLDER ROW - OPTIONAL CLIENT CUSTOM ITEM</small>									

Y	32.	<p><u>Final Approved Contractor Submittals with Log</u></p>
---	------------	--

Y	33.	<p><u>Contractor As-Built Drawings and As-Built Project Manual</u></p>
---	------------	---

**"PSC Transmittal Guidance" for Design Phases & Construction Phase Submittals
U12345 - Davenport Hall Addition & Remodel - Example**

Master Template last updated on: 10/05/2018

Transmittal sheets shall include (BOLD ITEMS should appear on each document sheet or plan sheet):

- o Date
- o Design Phase (SD, DD, 50% CD, etc....) or Report of Conceptualization Phase (Draft, 50% Draft, 75% Draft, Final, etc...)
- o U of I recipient name, Planner and/or PM name(s)
- o U of I project number
- o Full project title

Closeout

Choose design phase for transmittal from drop down

Recipient	Required products to Deliver
F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	-
Design & Construction Submittal Receiving	PBOD*, PC*,FB*, PM,D,CD - Check Tab A for # of Manuals, Drawings, and sheet size.
Code Compliance: Craig Grant <cpgrant@illinois.edu>	-
Technology Services (CITES) Plant Design: Vince Tutich <vgtutich@illinois.edu>	e, D
Technology Services - Service/Project Management Office (formerly CITES CCME) :	e
Division of Public Safety:	e
Parking Department:	e
Project Department(s): Provost Office	-
Project College (as applicable): LAS	E,D,PM
Other: Campus Historic Preservation Officer	-

Key: CD = mailed CD with pdf and all native files (cad, word, excel, etc.) D = paper 07a Drawings, E = emailed pdfs, e = backdoor internal access to F&S files, PR = paper 04a Report, PBOD = paper 04a Basis of Design, PC = paper 04b Info / Calcs, PM = paper 06 Project Manual, FB = hard copy 05a & 05b Finishes Binder/Boards and/or FFE Binder

Submittals must conform to the "Project Submittal Requirements"	
Deliverable	Required for this submittal
	Y/N <i>format & delivery method to PM / QA</i>
00 - Minimum List of Deliverables	Y <i>Record CD and printed phase specific copy to PM & Design and Construction Submittal Receiving</i>
01 - Construction Cost Estimate	N
02 - Project Schedule	N
03 - Written Response to Comments	N
04a - Basis of Design (BOD) <i>- Final including All Updates</i>	Y <i>Printed and record CD</i>
04b - Project Applicable Information / Calculations <i>- Final</i>	Y <i>Printed and record CD</i>
05a - Ext. & Int. Finishes Binder(s)/Finishes Board(s) <i>- Installed - RECORD SET</i>	Y <i>Hard copy, electronic (photographs) on CD</i>
05b - Furnitures, Fixtures, and Equipment Binder(s) <i>- Installed - RECORD SET</i>	Y <i>Hard copy, electronic (photographs) on CD</i>
06 - Project Manual <i>- RECORD SET (with Addenda, ASI, Field Directives, and As-Built Red Lines incorporated)</i>	Y <i>Printed and record CD</i>
07a - Drawing Set <i>- RECORD SET (with Addenda, ASI, Field Directives, and As-Built Red Lines incorporated)</i>	Y <i>Printed and record CD</i>
07b - Building Information Model (BIM)	N
08 - Design Presentation	N
09 - Illinois State Historic Preservation Office (ISHPO)	N
30 - O & M's & Systems Manuals (check for full component list in the facility standards)	Y <i>Printed and record CD</i>
31 - LEED Certification / Documentation	Y <i>Record CD</i>
32 - Final Approved Contractor Submittals with Log	Y <i>Printed and record CD</i>
33 - Contractor As-Built Drawings and As-Built Project Manual	Y <i>Scanned and placed on record CD</i>
-	
-	
-	
-	
-	

Include a separate transmittal sheet for each applicable recipient with the recipient's name and delivery items highlighted.

With EVERY TRANSMITTAL PRIOR TO THE CONSTRUCTION PHASES, attach the following behind the transmittal sheet for the Planner/PM and Quality Assurance Copies:

- o Printout of "TAB [A-Info, Phases, Recip.]
- o Printout of Updated "Closeout Minimum List of Deliverables" Checklist for Phase
- o Updated Excel file of this spreadsheet on the CD