

Electrical - Design Submittals Checklist

Division 260000-1

Project Name: _____

Location: _____

Project ID: _____

File No: _____

Pre-Design:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Owner's Project Requirements & Design Criteria |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Cost Projection |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Submittals Checklist |

Phase A: Schematic Design:

- | YES | N/A | |
|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Submittals Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify All Systems |
| <input type="checkbox"/> | <input type="checkbox"/> | Single Line Diagram |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Code Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Zone Lighting Level Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Fixture Types |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Utilities / Vault |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Electrical Room / Closets |
| <input type="checkbox"/> | <input type="checkbox"/> | Basis of Design Documentation |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Legend |

Phase B: Design Development:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Update Basis of Design & Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | Utility Coordination |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Level Design Calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Fixture / Switching Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Power Receptacle Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | Panel Locations |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Power Riser Diagram |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Load Estimate |
| <input type="checkbox"/> | <input type="checkbox"/> | Schematics & Details Index |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate Major Equipment in Electrical Rooms |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Controls Sequence of Operation |
| <input type="checkbox"/> | <input type="checkbox"/> | Smoke Control Scheme / M&E Coordination Matrix |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Commissioning Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Specification Table of Contents |

Phase C Part 1: 50% Construction Documents:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Update Basis of Design Documents & Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Load Summary |

Phase C Part 1: 50% Construction Documents: (continued)

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Design Calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Fixture Schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Control Diagrams |
| <input type="checkbox"/> | <input type="checkbox"/> | Large Conduit Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | Equipment / Installation Schematics & Details |
| <input type="checkbox"/> | <input type="checkbox"/> | Review Preliminary Commissioning Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Specification / Commissioning Integration Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Functional Performance Test Defined |

Phase C Part 2: 75% Construction Documents

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Update Basis of Design & Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Power Calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Panel Schedules |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinated Fixture / Switching Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinated Power Receptacle Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting & Power Circuiting |
| <input type="checkbox"/> | <input type="checkbox"/> | Equipment Schedules |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC / Elect. / Structural Coordination. Report |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC / Elect. / Systems Coordination. Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Integrated Specifications Final Draft |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Commissioning Plan Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Functional Performance Test Complete |

Phase C Part 3: Final Design:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Final Basis of Design & Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference |

Bid Solicitation:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Review Bids & Evaluate Alternatives |
| <input type="checkbox"/> | <input type="checkbox"/> | Review Contractor's Submittals & Shop Drawings |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Construction Conference |

Phase D: Construction:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Phase Support / Testing / Inspections |
| <input type="checkbox"/> | <input type="checkbox"/> | Progress Billing Reviews |
| <input type="checkbox"/> | <input type="checkbox"/> | Operating & Maintenance Manual Review |

Occupancy and Warranty:

- | YES | N/A | |
|--------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Warranty Walk-Thru |