

# Integrated Automation – Design Submittals Checklist

Division 250000-1

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 Legacy System / Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify All Systems / Interface Requirements    |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Special Occupancy Zones                 |
| <input type="checkbox"/> | <input type="checkbox"/> | System Architecture                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection to Utilities                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Panel, Server Locations & Space Requirements     |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Bus / Cable Tray Routing             |
| <input type="checkbox"/> | <input type="checkbox"/> | Basis of Design Documentation                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Integrated Automation Legend                     |
| <input type="checkbox"/> | <input type="checkbox"/> | CEMCS Interface Standards                        |

## 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"/> | Fire Alarm Zones                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Smoke Zones                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Security Zones                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Device & Outlet Locations                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Systems Riser Diagram              |
| <input type="checkbox"/> | <input type="checkbox"/> | Control & Instrumentation Diagrams             |
| <input type="checkbox"/> | <input type="checkbox"/> | Cable Tray / Conduit Routing Plan              |
| <input type="checkbox"/> | <input type="checkbox"/> | Equipment List & Cut Sheets                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Schematics & Details Index                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 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"/> | Cable Schedule                                      |
| <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"/> | Systems Architecture Riser Diagrams          |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC / Elect. / Systems Coordination. Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Equipment Schedules                          |
| <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 |