# Integrated Automation – Design Submittals Checklist

**Division 250000-1**

**Project Name:** ___________________________  
**Location:** ________________________________  
**Project ID:** ________________________________  
**File No:** ________________________________

## Pre-Design:

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- [ ] Identify Owner’s Project Requirements & Design Criteria
- [ ] Preliminary Cost Projection
- [ ] Preliminary Submittals Checklist

## Phase A: Schematic Design:

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- [ ] Detailed Submittals Checklist
- [ ] Identify Legacy System / Demolition Requirements
- [ ] Identify All Systems / Interface Requirements
- [ ] Identify Special Occupancy Zones
- [ ] System Architecture
- [ ] Connection to Utilities
- [ ] Panel, Server Locations & Space Requirements
- [ ] Preliminary Bus / Cable Tray Routing
- [ ] Basis of Design Documentation
- [ ] Integrated Automation Legend
- [ ] CEMCS Interface Standards

## Phase B: Design Development:

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- [ ] Update Basis of Design & Cost Projections
- [ ] Fire Alarm Zones
- [ ] Smoke Zones
- [ ] Security Zones
- [ ] Device & Outlet Locations
- [ ] Preliminary Systems Riser Diagram
- [ ] Control & Instrumentation Diagrams
- [ ] Cable Tray / Conduit Routing Plan
- [ ] Equipment List & Cut Sheets
- [ ] Schematics & Details Index
- [ ] Controls Sequence of Operation
- [ ] Smoke Control Scheme / M&E Coordination Matrix
- [ ] Identify Commissioning Requirements
- [ ] Specification Table of Contents
### Phase C Part 1: 50% Construction Documents:

- | | YES | N/A |
---|---|---|---|
- |  | Update Basis of Design Documents & Cost Projections
- |  | Cable Schedule
- |  | Equipment / Installation Schematics & Details
- |  | Review Preliminary Commissioning Plan
- |  | Specification / Commissioning Integration Plan
- |  | Functional Performance Test Defined

### Phase C Part 2: 75% Construction Documents:

- | | YES | N/A |
---|---|---|---|
- |  | Update Basis of Design & Cost Projections
- |  | Systems Architecture Riser Diagrams
- |  | HVAC / Elect. / Systems Coordination. Report
- |  | Equipment Schedules
- |  | Integrated Specifications Final Draft
- |  | Final Commissioning Plan Approval
- |  | Functional Performance Test Complete

### Phase C Part 3: Final Design:

- | | YES | N/A |
---|---|---|---|
- |  | Final Basis of Design & Cost Projections
- |  | 100% Construction Documents
- |  | Contract Specifications
- |  | Pre-Bid Conference

### Bid Solicitation:

- | | YES | N/A |
---|---|---|---|
- |  | Review Bids & Evaluate Alternatives
- |  | Review Contractor’s Submittals & Shop Drawings
- |  | Pre-Construction Conference

### Phase D: Construction:

- | | YES | N/A |
---|---|---|---|
- |  | Construction Phase Support / Testing / Inspections
- |  | Progress Billing Reviews
- |  | Operating & Maintenance Manual Review

### Occupancy and Warranty:

- | | YES | N/A |
---|---|---|---|
- |  | Warranty Walk-thru