Electronic Safety and Security - Design Submittals Checklist
Division 280000-1

Project Name: __________________________
Location: ______________________________
Project ID: ____________________________
File No: ________________________________

Pre-Design:

- YES  N/A  Identify Owner’s Project Requirements & Design Criteria
- YES  N/A  Preliminary Cost Projection
- YES  N/A  Preliminary Submittals Checklist

Phase A: Schematic Design:

- YES  N/A  Detailed Submittals Checklist
- YES  N/A  Identify Legacy System / Demolition Requirements
- YES  N/A  Identify All Systems Interface Requirements
- YES  N/A  Identify Special Occupancy Zones
- YES  N/A  Location of Panel
- YES  N/A  Connection to Utilities
- YES  N/A  Basis of Design Documentation
- YES  N/A  Cost Projections
- YES  N/A  Electronic Safety and Security Legend

Phase B: Design Development:

- YES  N/A  Update Basis of Design & Cost Projections
- YES  N/A  Fire Alarm Zones
- YES  N/A  Smoke Zones
- YES  N/A  Security Zones
- YES  N/A  Device Locations
- YES  N/A  Preliminary Systems Riser Diagram
- YES  N/A  Schematics & Details Index
- YES  N/A  Smoke Control Scheme / M&E Coordination Matrix
- YES  N/A  Identify Commissioning Requirements
- YES  N/A  Specification Table of Contents

Phase C Part 1: 50% Construction Documents:

- YES  N/A  Update Basis of Design Documents & Cost Projections
- YES  N/A  Equipment / Installation Schematics & Details
- YES  N/A  Review Preliminary Commissioning Plan
- YES  N/A  Specification / Commissioning Integration Plan
- YES  N/A  Functional Performance Test Defined
### Phase C Part 2: 75% Construction Documents

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|   |   | Update Basis of Design & Cost Projections  
|   |   | Systems Riser Diagrams  
|   |   | HVAC / Electrical / Systems Coordination Report  
|   |   | Equipment Schedules  
|   |   | Integrated Specifications Final Draft  
|   |   | Final Commissioning Plan Approval  
|   |   | Functional Performance Test Complete  

### Phase C Part 3: Final Design

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

### Bid Solicitation

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

### Phase D: Construction

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|   |   | Construction Phase Support / Testing / Inspections  
|   |   | Progress Billing Reviews  
|   |   | Operating & Maintenance Manual Review  

### Occupancy and Warranty

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|   |   | Warranty Walk-Thru  
