



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT  
SUSTAINABLE BUILDING PROJECT

## **PROJECT DESIGN COORDINATION CHECKLIST**

### **DISCLAIMER**

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SUSTAINABLE BUILDING PROGRAM

**PROJECT DESIGN COORDINATION CHECKLIST**

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**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT

SUSTAINABLE BUILDING PROGRAM

**PROJECT DESIGN COORDINATION CHECKLIST**

**COVER SHEET**

College: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project ID: \_\_\_\_\_ Sub-Project ID: \_\_\_\_\_

Company: \_\_\_\_\_ Reviewer Title: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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<b>2 through 4</b>	<b>Architecture 600 Checklist</b>	_____
<b>5 through 6</b>	<b>Structural 600 Checklist</b>	_____
<b>7 through 8</b>	<b>Mechanical 600 Checklist</b>	_____
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<b>18</b>	<b>Specifications 600 Checklist</b>	_____

# PROJECT DESIGN COORDINATION CHECKLIST

ITEM #	590 PHASE CHECKLIST	COORDINATED			REMARKS
	ARCHITECTURAL	YES	NO	N/A	
1.	Check paths of exiting to verify fire-rated construction provided at these exit paths				
2.	Doors for exiting swing in the direction of travel				
3.	Required rated rooms and exits are noted on the small scale plans				
4.	Handicap fixtures shown where required				
5.	Handicap access provided in toilet rooms				
6.	Roof crickets shown where required				
7.	Large scale floor plans match small scale floor plans				
8.	Large scale floor plans are consistent with each other				
9.	Extent of ceramic wall tile <i>clearly</i> shown in plan and elevation				
10.	Ceiling heights on reflected ceiling plan matches finish schedule				
11.	Location of walls on reflected ceiling plan match floor plans				
12.	Full height walls clearly shown on reflected ceiling plan				
13.	Bottom of shafts shown and detailed				
14.	Room finish schedule matches plans and elevations, including room names, room numbers, finishes, ceiling material and ceiling height				
15.	Door schedule matches plans and elevations including sizes, types and labels				
16.	All exterior walls, roofs and the underside of exposed suspended slabs shall have insulation				
17.	Interior elevations consistent with floor plans				
18.	Stair risers do not exceed 7"				

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**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST ARCHITECTURAL	COORDINATED			REMARKS
		YES	NO	N/A	
1.	Property lines on survey or civil match architectural				
2.	Sheet titles match index				
3.	All sheets oriented in the same direction				
4.	All floor plan sheets to have north arrow				
5.	Building Is located behind set-back lines				
6.	Overall building dimensions match structural				
7.	Column grid lines match structural				
8.	Column and shear wall locations match structural				
9.	Column orientation match structural				
10.	Existing and new work clearly defined on site plans				
11.	All interior walls located				
12.	All doors located by dimension or by typical detail				
13.	Stair shafts are dimensioned and dimensions match structural				
14.	Elevator shafts are dimensioned and dimensions match structural				
15.	Mechanical plumbing shafts are dimensioned and dimensions are consistent with structural and mechanical plumbing				
16.	Slab depressions shown match structural				
17.	Sloping floors for drainage match structural and plumbing				
18.	Electrical panel boards located in rated walls with detail				
19.	Location of fire hose cabinets match plumbing				
20.	Provide exit signs at each exit door and at each exit corridor change of direction				
21.	Exit sign locations match electrical				
22.	Doors at electrical vaults and main electrical rooms swing out of these rooms and are provided with panic bars				
23.	Provide two exits at main electrical rooms when electrical service exceeds 1,200 amps				
24.	Architectural exterior door locations match civil and landscaping				
25.	Architectural exterior door threshold elevations match civil elevations				
26.	Elastomeric coating and floor drains provided at supply air plenums				
27.	Verify handicap path of travel				
28.	Plumbing fixture number and location to match plumbing				
29.	Floor sink and floor drain locations match plumbing				
30.	Check structural diagonal bracing for penetration of architectural and mechanical items				
31.	Check structural diagonal bracing for penetration of space behind exterior				
32.	Elevator guide rail tubes and counterweight tubes shown on plans				

**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST ARCHITECTURAL	COORDINATED			REMARKS
		YES	NO	N/A	
33.	Architectural equipment requiring power matches electrical				
34.	Utility service entrances (gas, water, fire, storm drain, sewer, telephone and electrical) do not interfere with architectural				
35.	Roof deck elevations match structural				
36.	Fresh air intake shafts and plenums sheet metal lined				
37.	Construction of roof slopes match structural and specifications				
38.	Roof drain locations match plumbing				
39.	Roof drain discharges match civil				
40.	Roof slopes 1/4" at valley lines				
41.	Roof scuppers shown on elevations				
42.	Overflow drain through walls match plumbing				
43.	Roof curbs detailed on either architectural or structural				
44.	Check for obstructions above top of helipad slab elevation				
45.	All roof safety tie-backs and davit sockets located				
46.	Structural beams provided at each safety tie-back and davit socket				
47.	Floor slabs sloping to floor drains				
48.	Dimension strings tied to column grid lines				
49.	Dimension strings add to correct amount at large scale plans				
50.	A clear dimension of 18" provided at pull side of each interior door				
51.	A clear dimension of 24" provided at pull site of each exterior door				
52.	Light fixture locations and diffuser locations match electrical and mechanical				
53.	Accessible ceiling or ceiling access doors provided at fire damper locations				
54.	Elevator machine room duct and pipe enclosures shown				
55.	Electrical room duct and pipe enclosures shown				
56.	Stair pressurization ducts, hoistway vent ducts and smoke evacuation ducts to be enclosed in a 2-hour enclosure				
57.	Duct enclosures match mechanical				
58.	Provide section at fire rated corridors				
59.	Door hold open devices scheduled on door schedule match electrical locations				
60.	High tower locks scheduled on door schedule match electrical locations				
61.	Glass lights in doors should be 48" from the floor to the bottom of the light				
62.	Door louver locations match mechanical				
63.	Building elevations match plans: check roof lines, door and window openings, exterior light fixture and expansion joints				
64.	Wall sections match structural				

**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST ARCHITECTURAL	COORDINATED			REMARKS
		YES	NO	N/A	
65.	Waterproofing and protection board shown at all below grade walls				
66.	Wall sections provided at each exterior wall condition				
67.	Finish floor elevations (including stair landings) match structural				
68.	Exterior edge of slab matches structural				
69.	Size of openings for windows and doors match structural				
70.	Exterior louver locations match mechanical				
71.	Exterior elevations show pipes, light fixtures, louvers, electrical cabinets				
72.	Visible mechanical equipment shown on exterior elevations				
73.	Above grade meters shown on exterior elevations and match plumbing locations				
74.	Fire Department connection shown on exterior elevations and match plumbing locations				
75.	Code required signage shown on exterior elevations				
76.	Verify glass types with specifications				
77.	Location of tempered lights or tempered "knock-out" lights shown in elevation				
78.	Exposed concrete walls have finish noted on elevations or specifications				
79.	General notes and details for waterproofing coordinated with soils report				
80.	Sloping kitchen hood ducts shown on architectural				
81.	Seismic joints are continuous throughout building				
82.	Verify ceiling heights with room finish schedule				
83.	Interior elevations of all major spaces should show visible engineering items				
84.	Partial height walls to have miscellaneous steel tubes in wall anchored to slab				
85.	Reinforcing for curbs, pads and floating slabs shown on architectural				
86.	Counter tops and cabinets deep enough for specified sinks				
87.	Architectural elevator shaft sections match structural and elevator consultant drawings				
88.	Architectural stair sections match structural				
89.	There is a minimum clearance of 7' - 0" at the stair landing				
90.	There is a minimum clearance of 6' - 8" at the stair risers				

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**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST STRUCTURAL	COORDINATED			REMARKS
		YES	NO	N/A	
1.	General notes agree with specifications				
2.	Column grids match architectural				
3.	Column locations match architectural				
4.	All columns located with rectangular grid locations (no radius locations)				
5.	Floor elevations match architectural and civil				
6.	Floor datum elevations <i>match</i> architectural				
7.	Elevator machine room slab elevations match architectural				
8.	Elevator pit elevations match architectural				
9.	Check pit elevations .and top of footings				
10.	Provide 7' - 6" clear In elevator machine rooms				
11.	Depressed slab locations match architectural				
12.	Depressed slabs are detailed				
13.	Raised slab locations match architectural				
14.	Raised slab locations are detailed				
15.	Roof elevations to match architectural				
16.	Roof slopes match architectural				
17.	All footing sizes are noted and footing elevations provided				
18.	Footing/foundation material complies with geotechnical report				
19.	Stepped footings shown on foundation plan				
20.	Foundation beams are identified and listed in a schedule				
21.	Check location and depth of underground piping versus location and depth of footings				
22.	Check sump pit locations and depths versus location and depth of footings				
23.	Check location and depth of utilities penetrating exterior walls versus framing and footings				
24.	Under slab subgrade preparation shown on plan and details				
25.	Under slab subgrade preparation complies with geotechnical report				
26.	Structural work complies with geotechnical report				
27.	Section through building to show over-excavation below slab and footings if over-excavation is required				
28.	Check footings/foundations for offset conditions not detailed				
29.	Footing elevations agree with site grades shown on civil				
30.	Edge of slab locations match architectural				
31.	Edge of slab-on grade detail matches architectural				
32.	Construction joint and control joint layout shown on the slab-on-grade				
33.	All columns listed in column schedule				
34.	Column schedule lists correct length opt each column				



**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST STRUCTURAL	COORDINATED			REMARKS
		YES	NO	N/A	
35.	Verify column sizes on frame elevations				
36.	Concrete column encasements match architectural				
37.	Structural steel reinforced concrete Interfaces to be checked for rebar clearance				
38.	All beams listed on the beam schedule				
39.	Each steel beam has size shown				
40.	Each concrete beam has a scheduled beam type				
41.	All beams are located in plan				
42.	Top of beams framing into each other shall match				
43.	Bottom of floor framing beams shall be above bottom of girders				
44.	Beam sleeves shown in concrete beams				
45.	Beam pipe penetrations shown in steel beams				
46.	Beam duct penetrations shown in steel beams				
47.	Shear studs noted on beams where required				
48.	Indicate camber where required in floor and roof beams				
49.	Slab openings dimensioned				
50.	Slab openings match architectural				
51.	Slab openings for electrical bus risers shown				
52.	There is a minimum clearance of 7'-0" at stair landings				
53.	Expansion joint locations match architectural				
54.	In concrete slabs, all slab openings should have reinforcing shown				
55.	Required elevator guide rails supports shown				
56.	Required elevator counterweight rail supports shown				
57.	Show door and duct openings in concrete shear walls				
58.	Concrete reinforcing clearly shown at arched openings				
59.	Roof openings match architectural and mechanical				
60.	Roof framing at stairs provided to hang stair landing hanger rods				
61.	Bracing of bottom beams flanges at precast panels shown				
62.	Roof tie down locations match architectural (lateral bracing at bottom beam flanges may be required)				
63.	Davit socket locations match architectural				
64.	Mechanical/housekeeping pads shown on structural or architectural				
65.	Rebar splice lengths are defined in feet and inches				
66.	Special structural details (x-bracing, beam bracing, outriggers) do not conflict with architectural, plumbing or mechanical)				
67.	Site retaining walls shown on structural, civil or landscaping				

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**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST MECHANICAL	COORDINATED			REMARKS
		YES	NO	N/A	
1.	Mechanical room plans match architectural plans				
2.	Mechanical roof plan matches architectural roof plan				
3.	Mechanical roof openings match structural roof openings				
4.	Mechanical equipment locations match structural				
5.	Building skin and glazing materials match Title 24 calculations (including IDM, BIM/REVIT)				
6.	All equipment shown on schedules				
7.	All equipment shown on schedules also shown on plans				
8.	Control air compressors scheduled with wiring and control diagrams				
9.	Ceiling diffusers and grilles match architectural reflected ceiling plan (including BIM/REVIT)				
10.	Check beam/duct clearances above ceiling				
11.	Check beam clearances above ceiling at underside of roof taking into account sloping roof structure				
12.	Trace major ducts to determine interference with architectural, structural and plumbing (including BIM/REVIT)				
13.	At distribution loops the bottom of the duct insulation should be 6" above the proposed ceiling line				
14.	Ducts in shafts are sized to fit into the architectural shafts				
15.	Supply air intake openings shown on architectural				
16.	Exhaust air openings shown on architectural				
17.	Ventilation CFM's for smoke evacuation are shown on the drawings				
18.	Dampers located in all fire walls and rated ceilings				
19.	Combustion air provided for fuel burning equipment (generators, furnaces, boilers, water heaters)				
20.	Mechanical equipment power requirements match electrical				
21.	Ducts and piping should not run through electrical rooms or elevator machine rooms (including BIM/REVIT)				
22.	Location of halon dampers matches electrical				
23.	Elevator hoistway venting to match architectural				
24.	Make-up air provided for boilers and water heaters				
25.	Emergency generator room adequately ventilated				
26.	Elevator hoistway vent to be sheet metal lined				
27.	AJC for elevator machine rooms to be located outside of the machine rooms				
28.	Mechanical housekeeping pads shown and detailed on architectural or structural				
29.	Extent of sound attenuation to be reasonable for the occupancy				
30.	Each room has supply and return/exhaust air (including BIM/REVIT)				
31.	Verify VAV zones based upon occupancy of spaces (including BIM/REVIT)				

**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST MECHANICAL	COORDINATED			REMARKS
		YES	NO	N/A	
32.	Return air wall openings provided at an full height walls				
33.	Thermostats are not located on glass walls or windows				
34.	Architectural door louvers provided where shown on mechanical				
35.	The CFM required from each VAV box does not exceed the VAV box capacity				
36.	The mechanical plans match the control drawing systems schematic				
37.	Kitchen equipment connections match kitchen drawings				
38.	Sloping hood exhaust ducts shown				
39.	Provide make-up air for kitchen exhaust hoods				
40.	Fire/life safety sequence Included in drawing set				
41.	EMCU and EMS panels located in plan				
42.	Duct lining is clearly shown				
43.	Heat gain In elevator machine rooms has been defined by the elevator consultant				
44.	All heat producing equipment Is located and identified				
45.	Supply and return piping provided at remote condensers				
46.	Drain line provided from fan coil units and packaged A/C units				
47.	Outside air plenums are sheet metal lined				

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**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST PLUMBING	COORDINATED			REMARKS
		YES	NO	N/A	
1.	Plumbing fixture locations match architectural (including BIM/REVIT)				
2.	Location and type of fire department connection matches architectural				
3.	Roof drain locations match architectural				
4.	Plumbing utility plan locations and elevations match civil				
5.	Trace large plumbing lines to determine interferences with architectural, structural and mechanical (including BIM/REVIT)				
6.	Required beam penetrations are located in plan and elevation on structural				
7.	Verify plumbing riser locations In relation to floor beams				
8.	Locate underground piping in plan and elevation In relation to the footings				
9.	Foundation/under slab drainage matches civil and geotechnical report				
10.	Locate floor drains, floor sinks and sump pits In relation to footings				
11.	Location of site sump pumps matches civil				
12.	Piping should avoid electrical rooms and elevator machine rooms				
13.	Sufficient clear spaces provided at plumbing chases for pipes and carriers				
14.	Plumbing electrical requirements match electrical				
15.	Architectural plumbing chases are provided for plumbing risers				
16.	Fire hose cabinet locations match architectural				
17.	Floor sinks provided for mechanical equipment				
18.	Provide make-up water line with backflow device for cooling towers				
19.	Provide floor sink at each cooling coil bank				
20.	Coordinate location of above ground site valves and backflow preventers with civil and landscaping (including BIM/REVIT)				
21.	Heating hot water systems will provide hot water within a reasonable time				
22.	Plumbing flow switch/tamper switch locations match electrical plans and fire/life safety riser				
23.	Exterior horizontal mechanical openings in slabs and roofs have drain and storm drain piping				
24.	Emergency generator muffler and exhaust piping is shown				
25.	Storage tanks coordinated with structural				
26.	Fire protection tank coordinated with structural				
27.	Verify underground fuel tanks are double-walled with a leak detection system				
28.	Irrigation point of connection matches landscape drawings				
29.	Provide trap primers for floor drains and floor sinks				
30.	Provide plumbing connections as shown on the kitchen drawings				

PROJECT DESIGN COORDINATION CHECKLIST

600 PHASE CHECKLIST  
PLUMBING

COORDINATED  
YES NO N/A

REMARKS

ITEM #

- 31. Provide fire protection for kitchen hoods
- 32. Provide grease trap for kitchen equipment

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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College: \_\_\_\_\_  
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**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST ELECTRICAL	COORDINATED			REMARKS
		YES	NO	N/A	
1.	Main electrical room has sufficient space for electrical and transformers (room & equipment drawn to scale) switchgear				
2.	Each electrical room has sufficient space for panels and transformers (room and equipment drawn to scale)				
3.	Housekeeping pads shown on architectural or structural				
4.	Emergency generator room sized for largest generator model				
5.	Electrical switchgear, transformers and panels have minimum required clearances				
6.	Panel boards not in electrical rooms match architectural locations				
7.	Location of equipment on electrical matches mechanical and plumbing				
8.	Sufficient spare capacity provided at main switchgear, motor control centers and emergency generators				
9.	Check location of vertical bus risers with location of structural beams				
10.	Slab openings for bus risers match structural locations				
11.	Does architectural have equipment that requires power?				
12.	Power for architectural equipment matches architectural				
13.	Power for mechanical equipment matches mechanical power requirements				
14.	Power for plumbing equipment matches plumbing power requirements				
15.	Location of light fixtures match architectural ceiling plan				
16.	All wall mounted lights have mounting height shown				
17.	All wall mounted lights are above or beyond door swings				
18.	Verify emergency lighting provided where required				
19.	All pendant (or chain) mounted lights have mounting height shown				
20.	Disconnect switches provided for all mechanical, plumbing and elevator equipment				
21.	Fire/life safety riser to show connection to fans and other mechanical/plumbing equipment required to be controlled				
22.	Fire/life safety riser to show connection to elevator equipment				
23.	Fire alarm control panel is connected to emergency power or has a battery pack				
24.	Provide life/safety speakers in mechanical, electrical, and fan rooms				
25.	Fire control provided at kitchen hood exhaust ducts				
26.	Duct smoke detector quantity and location match mechanical				
27.	Receptacles not located in glass walls, windows or behind equipment				
28.	Floor mounted receptacles to be dimensioned from grid lines or face of walls.				
29.	Floor mounted receptacles to match architectural locations				

**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST ELECTRICAL	COORDINATED			REMARKS
		YES	NO	N/A	
30.	Variable frequency drives required by mechanical or plumbing being supplied by electrical				
31.	Tamper switch provided at site pressure indicating valves				
32.	Telephone conduit provided from group controller to telephone room				
33.	Additional disconnect switches at elevator machine rooms were required				
34.	Conduit provided from elevator shafts to fire control room				
35.	Power provided to each EMS panel				
36.	Power to kitchen equipment is provided per the kitchen drawings				
37.	Hanging transformer details shown on architectural				
38.	Light switches not located in glass walls, windows or behind equipment				
39.	Locate in plan site vaults, transformer pads and duct banks				
40.	Locations of underground vaults, manholes and duct banks do not interfere with civil site utilities				
41.	Location of site light fixtures matches civil and landscaping				
42.	Light pole footing detail shown on electrical drawings				
43.	Provide power for irrigation controllers				
44.	All exterior lighting controlled by one time clock or one photo cell				
45.	Exterior light fixtures to be located in plan and elevation				
46.	Lights in fountains and pools must have junction boxes above the water level				
47.	Provide lighting on emergency power between the building exits and the property line				
48.	Each light fixture has a type noted				
49.	Each fixture type has been coordinated with the ceiling type (gypsum board, T-bar, fine line)				
50.	Sufficient lighting provided in elevator machine rooms				
51.	Provide lights in mechanical enclosures and inside air handlers				
52.	Provide emergency lighting in each elevator machine room				
53.	Check visibility of each exit sign				
54.	Provide a security riser if there is security in the project				
55.	Where there is door security hardware has electrical provided a door elevation showing conduit and location of each security item?				
56.	Halon system schematic provided				

**PROJECT DESIGN COORDINATION CHECKLIST**

**600 PHASE CHECKLIST**

**COORDINATED**

**REMARKS**

ITEM #

**ELECTRICAL**

YES NO N/A

- 57. Verify that mechanical is providing the fans, ducts and dampers required for halon
- 58. A telecommunication riser diagram has been provided
- 59. Provide emergency telephones in stairwells (high-rise)
- 60. Provide fireman's phone jack In stairwells and elevator lobbies (high-rise)

YES	NO	N/A	REMARKS

College:

Reviewer:

Company

Project Name:

Signature

Date:



**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST ELEVATOR	COORDINATED			REMARKS
		YES	NO	N/A	
1.	Each elevator shaft dimensioned in relation to column lines				
2.	Each elevator pit dimensioned In relation to column lines				
3.	Each elevator platform dimensioned and located within the shaft				
4.	Sufficient vertical space provided at top of hoistway				
5.	Vertical clearances provided in elevator machine rooms				
6.	Each floor must be served by an elevator large enough to be a medical alert elevator				
7.	Interior cab elevations and cab reflected ceiling plan provided				
8.	Adequate elevator hoistway venting is shown				
9.	Motorized damper with actuator outside of hoistway provided at hoistway vent exterior opening				
10.	Underslung elevators require large anchor footings at machine room				
11.	Are any elevators required to be on emergency power and is this emergency power provided?				
12.	Telephone home runs provided at each machine room to 24 hour manned system				
13.	In elevator machine rooms there are the following criteria:				
	A 10 fc lighting				
	B Disconnect switches at the door				
	C Possible secondary disconnect switches				
	D Fan coil unit located outside of the machine room				
	E No pipes or ducts running through the machine room				
	F One receptacle on each wall				
14.	Sufficient A/C capacity for elevator equipment BTUs				
15.	Each elevator pit has a light and convenience outlet				

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**PROJECT DESIGN COORDINATION CHECKLIST**

**600 PHASE CHECKLIST**

**KITCHEN**

**COORDINATED**

YES NO N/A

**REMARKS**

ITEM #

1. Kitchen floor plans match architectural (columns and walls)
2. Structural shows required slab recesses
3. Architectural provides required base and floor finishes
4. Architectural provides required/desired ceiling finishes
5. Verify hood exhaust rated duct enclosures are provided by architectural
6. Mechanical provides required HVAC connections
7. Plumbing provides required fixtures and piping connections
8. Electrical provides required power
9. Lighting layout works with kitchen equipment layout
10. Electrical panels located on kitchen drawings

YES	NO	N/A	REMARKS
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College \_\_\_\_\_  
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**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST CIVIL	COORDINATED			REMARKS
		YES	NO	N/A	
1.	New above ground work is coordinated with hardscape and landscape				
2.	Grades agree with architectural and structural				
3.	Grades are consistent with adjoining property conditions				
4.	Exterior grades slope away from building				
5.	Building located in each direction in relation to the property lines				
6.	Finish floor elevations match architectural and structural				
7.	Verify handicap requirements for parking, covered parking and building access				
8.	Off-site work is coordinated with site work				
9.	Limits of construction are consistent with other disciplines				
10.	New and existing site easements shown				
11.	Required demolition is clearly noted				
12.	Removal and replacement of unsuitable soil clearly noted				
13.	Each paving type and thickness to be scheduled and graphically located on plan				
14.	All hardscape items (curbs, pads, walls, sidewalks, benches) are detailed on architectural, civil or landscaping				
15.	Fence and garden wall location and details match architectural and landscaping				
16.	Above ground utilities are shown on landscaping and architectural site plan				
17.	Existing poles, valve boxes and manholes do not Interfere with new horizontal surfaces				
18.	New poles, valve boxes and manholes do not interfere with new horizontal surf aces				
19.	Subgrade work under paving and sidewalks defined				
20.	Underground utilities do not interfere with new or existing work				
21.	Utility points of connection at the building agree with plumbing (horizontal locations and vertical elevations)				
22.	Planter drain locations match landscape and plumbing				
23.	Fire Department site access to the building to be verified				
24.	Expansion joints clearly shown on site concrete				
25.	Exterior slabs slope away from exterior floors				
26.	Top of wall elevations match architectural and structural				
27.	Top of curb elevations clearly shown				
28.	Specifications for site drains, grades and piping coordinated with plumbing				
29.	Specifications identify existence of soils report and instructions for availability				

College: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_  
 Company: \_\_\_\_\_

Project Name: \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date: \_\_\_\_\_

**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST LANDSCAPING	COORDINATED			REMARKS
		YES	NO	N/A	
1.	Hardscape plans match architectural and civil				
2.	Hardscape elevations match architectural and civil				
3.	Limits of construction match architectural and civil				
4.	All areas within the project limit of construction have landscape and irrigation				
5.	Off-site landscape and Irrigation shown on drawings				
6.	All hardscape shown and detailed on architectural , civil or landscaping				
7.	Irrigation controllers located in inconspicuous location				
8.	Irrigation sleeves shown under hardscape				
9.	Irrigation point-of-connection matches plumbing				
10.	Expansion joints clearly shown on site concrete work				
11.	Site lighting matches electrical				
12.	Plant sizes and spacing are scheduled				
13.	Tree staking/planting details provided				
14.	Above ground utilities shown and surrounded with planting				
15.	Site planter or tree well drainage coordinated with civil utility plan				
16.	Civil work complies with geotechnical report				

College: \_\_\_\_\_  
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**PROJECT DESIGN COORDINATION CHECKLIST**

ITEM #	600 PHASE CHECKLIST SPECIFICATIONS	COORDINATED			REMARKS
		YES	NO	N/A	
1.	All sections listed in the index provided				
2.	All sections complete				
3.	Division One complete				
4.	Related sections listed part of the specifications				
5.	Verify that only specific submittals are required for submission				
6.	Each section consistent with the drawings				
7.	Verify that all major elements of work are specified				
8.	Verify that all specialty and miscellaneous items are specified				
9.	Architectural finishes listed in the finish schedule should be specified				
10.	Bid alternates should be clearly defined				

College: \_\_\_\_\_  
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