

Name of Project
Schematic Design
Quality Management Phase
Checklist

Project Number:

Date:

Prepared By:

Updated:

Action	Notes
General Objectives of Phase	
<input type="checkbox"/> Drawings and other documents indicating the scale and relationships of Project components in conformance with program	
<input type="checkbox"/> Building areas and volumes demarcated	
<input type="checkbox"/> Project images / renderings clearly depicting design intent	
<input type="checkbox"/> Representative plan element(s) graphically complete	
<input type="checkbox"/> Structural grid and representative exterior modules fixed	
<input type="checkbox"/> Small scale building elevations graphically complete for typical areas	
<input type="checkbox"/> Representative wall section graphically developed at a larger scale	
<input type="checkbox"/> Structural and MEP/FP systems defined	
<input type="checkbox"/> Project performance criteria established	
<input type="checkbox"/> Schematic Design estimate of the cost of the work	

Phase Task Checklist

MANAGEMENT / QUALITY MANAGEMENT / SCHEDULES

<input type="checkbox"/>	Update project area and use summaries.	
<input type="checkbox"/>	Maintain binder and check set of all work prepared during this phase.	
<input type="checkbox"/>	Conduct brief weekly team meeting with the team.	
<input type="checkbox"/>	Obtain authorization to proceed with Schematic Design Phase.	
<input type="checkbox"/>	Confirm Owner's budget.	
<input type="checkbox"/>	Finalize Owner/Architect agreement if not already done.	
<input type="checkbox"/>	Finalize selection of consultants.	
<input type="checkbox"/>	Draft Consultant agreements. Review Owner /Consultant agreements.	
<input type="checkbox"/>	Confirm compliance with insurance requirements for the project including General Liability, Automobile Liability, Workers' Compensation and Professional Liability B101-2007 - 2.5	
<input type="checkbox"/>	Establish and review the role of project team members.	
<input type="checkbox"/>	Establish communication protocol between team members; who, methods of communication, project meetings and minutes, filing structure, etc. B101-2007 3.1.1	
<input type="checkbox"/>	Prepare a preliminary evaluation to the Owner and discuss alternative approaches to the Owner's intended project delivery method B101-2007 3.2.2	

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<input type="checkbox"/> Develop mock-up set and drawing index for the anticipated Construction Documents drawings. As much as possible the drawing scale and a reasonable block-out of referenced details should be provided. Submit for Peer Review.	
<input type="checkbox"/> Confirm/update project data and relation to Owner/Architect agreement.	
<input type="checkbox"/> Monitor design firm's fees and manpower versus actual progress.	
<input type="checkbox"/> Monitor design team's billings	
<input type="checkbox"/> Prepare or update the project schedule; review with Owner. B101-2007 - 3.1.3 & B101-2007 - 3.2.2	
<input type="checkbox"/> Confirm peer review schedule for this phase.	
<input type="checkbox"/> Submit Schematic Design package for Peer Review. B101-2007 - 3.2.7	
<input type="checkbox"/> Prepare approval letter for Schematic Design phase completion. B101-2007 - 3.2.7	
<input type="checkbox"/> Modify the checklist for the next phase per the project's particular needs.	

PROGRAM / CONSTRUCTION COSTS / REGULATORY REQUIREMENTS

<input type="checkbox"/> Review program / prepare preliminary evaluation of program / program requirements agreed upon with the Owner. B101-2007- 3.2.1 / 3.2.2 / 3.2.4	
<input type="checkbox"/> Determine and obtain data on any Owner special building equipment and fixtures; distribute to design team	
<input type="checkbox"/> Prepare a preliminary evaluation of Owner's budget for the Cost of the Work B101-2007- 3.2.2	
<input type="checkbox"/> Submit an estimate of the Cost of the Work. B101-2007- 3.2.6	
<input type="checkbox"/> Determine applicable zoning, codes and other regulations applicable to the Architect's services. B101-2007- 3.1.5 & 3.2.1	
<input type="checkbox"/> Prepare or update zoning analysis. Follow up as necessary with governing authorities. B101-2007- 3.1.5 / 3.2.1	
<input type="checkbox"/> Prepare preliminary building code review; as complete as possible. Follow up as necessary with governing authorities. B101-2007- 3.1.5 / 3.2.1	
<input type="checkbox"/> Review project drawings for compliance with accessibility codes and regulations. Prepare the Accessibility Plan. B101-2007 - 3.1.5 / 3.2.1	
<input type="checkbox"/> Draft a schedule for code reviews and submissions with the appropriate agencies and assist the Owner in connection with filing documents required for the approval of governmental authorities. B101-2007 - 3.1.6	

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PERFORMANCE CRITERIA

<input type="checkbox"/>	Reach an understanding with the Owner regarding the performance requirements of the project B101-2007 - B3.2.3
<input type="checkbox"/>	Define Structural Design Criteria
<input type="checkbox"/>	Define MEP/FP Performance Criteria
<input type="checkbox"/>	Define Building envelope performance Criteria
<input type="checkbox"/>	Define Acoustical performance Criteria
<input type="checkbox"/>	Define Building system durability / maintainability performance Criteria
<input type="checkbox"/>	Define Sustainability performance Criteria

CIVIL / SITE DESIGN

<input type="checkbox"/>	Contact entities providing utility services to the project. B101-2007 - 3.1.5	
<input type="checkbox"/>	Develop Schematic site plan B101-2007 - 3.2.5	
<input type="checkbox"/>	Prepare drawings and outline specification showing technical site engineering and storm water detention.	
<input type="checkbox"/>	Identify Site features with focus on hardscape.	
<input type="checkbox"/>	Prepare Preliminary site grading.	
<input type="checkbox"/>	Start preliminary coordination with MEP/FP consultant	
<input type="checkbox"/>	Verify site utilities and Prepare Underground utilities plan	
<input type="checkbox"/>	Verify that survey and existing conditions information provided by the Owner is sufficient and/or determine what additional information is required (ie additional or new surveys).	
<input type="checkbox"/>	Address the design requirements for site access (tenant, loading, fire, etc.), site landscaping, sidewalks and/or driveways and site utility areas.	
<input type="checkbox"/>	Review site landscaping with local code officials. Site features and grading should be approximately shown.	
<input type="checkbox"/>	Determine the need for and if required prepare a request for site soil borings. Review with the Owner, Structural Engineer and Civil Engineer.	

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DESIGN / ARCHITECTURE

<input type="checkbox"/>	Discuss with the Owner alternative approaches to design and construction of the project B101-2007 - B3.2.3	
<input type="checkbox"/>	Discuss with the Owner the feasibility of incorporating environmentally responsible design approaches B101-2007 - B3.2.3	
<input type="checkbox"/>	Prepare a geometry plan for the building.	
<input type="checkbox"/>	Prepare all major plan elements of the building for all floors, with approximate accommodations for structure and MEP. B101-2007 - 3.2.5	
<input type="checkbox"/>	Develop Typical project functional components (i.e. a typical office plan, a residential floor or a function component of a floor such as hotel room types. Components should be graphically correct and coordinated with structural and MEP. Representative dimensions shown and representative partitions tagged. Show schematic furniture layouts to confirm spatial and program requirements of unit types.	
<input type="checkbox"/>	Develop typical project components and core elements including elevators, stairs and MEP risers, public toilet rooms. Components should be graphically correct and dimensioned. Minor or atypical elements should be reflected in the plans and building sections. Confirm that all circulation elements conform with building and accessibility codes as well as with market requirements.	
<input type="checkbox"/>	Verify that all program requirements are incorporated in the plans including support areas such as staff break rooms / toilets, building storage areas, janitor closets, and trash rooms and recycling.	
<input type="checkbox"/>	Develop Building elevations and note exterior materials. Indicate the extent of their use. Confirm alternatives with the Owner. B101-2007 - 3.2.5	
<input type="checkbox"/>	Develop Building sections including typical foundation details. -Indicate floor to floor dimensions, ceiling heights, major structural elements and major MEP transfer or horizontal distribution zones. - B101-2007 - 3.2.5	
<input type="checkbox"/>	Prepare Study models, perspective sketches, or digital modeling. B101-2007 - 3.2.5	
<input type="checkbox"/>	Develop preliminary selections of major building systems with construction materials noted on the drawings or described in writing. B101-2007 - 3.2.5	
<input type="checkbox"/>	Consider Environmentally responsible design alternatives. B101-2007 - 3.2.5.1	
<input type="checkbox"/>	Consider the value of alternative materials, building systems and equipment... B101-2007 - 3.2.5.2	
<input type="checkbox"/>	Develop typical exterior wall sections, typical exterior details and typical exterior wall types with sufficient detail delineated in the drawings and adequately described in the Basis of Design Project Manual so that initial system pricing can be obtained.	
<input type="checkbox"/>	Prepare general description of atypical and high finish spaces such as lobbies, public corridors and amenities. Describe in the form of narratives and/or freehand sketches.	
<input type="checkbox"/>	Prepare general describe typical toilet room and kitchen in plan and interior room elevations.	

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<input type="checkbox"/> Establish ceiling heights on a preliminary typical or representative reflected ceiling plan(s) as the basis to initiate project coordination. If possible layout a small representative portion to establish design intent.	
<input type="checkbox"/> Establish preliminary ceiling heights for all typical and principal spaces; indicate on the floor plans and building sections.	
<input type="checkbox"/> Prepare partition type sheet for typical floor only. All types of partitions should be accurately shown, noted, and dimensioned.	
<input type="checkbox"/> Prepare an Outline Specification with Project Description, general and regulatory requirements, preliminary building code, preliminary accessibility analysis, structural requirements, acoustical requirements, outline basic interior and exterior construction and materials, include preliminary elevator study, and include MEP outline specification.	
<input type="checkbox"/> Issue The Schematic Design Package-for preliminary line item pricing to the Owner's Consultant.	

STRUCTURAL

<input type="checkbox"/> Determine Structural system.	
<input type="checkbox"/> Establish major grid lines, columns, shearwalls and other vertical elements. Determine dimensional requirements and size structural components.	
<input type="checkbox"/> Address Major slab openings on typical floor(s), size major beams and spandrel beams.	
<input type="checkbox"/> Address unique foundation conditions-	
<input type="checkbox"/> Prepare Slab loading diagrams.	
<input type="checkbox"/> Provide general-descriptive information sufficient for Schematic pricing such as estimates of pounds of rebar per square foot, etc.	
<input type="checkbox"/> Review pertinent portions of the Outline Specifications.	

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MEP / FP

<input type="checkbox"/>	Develop design criteria including indoor and outdoor conditions, ventilation, air circulation, minimum exhaust, sound levels, system diversities and building envelope thermal characteristics.	
<input type="checkbox"/>	Prepare outline specification including detailed system descriptions. For ductwork provide maximum air velocity criteria and duct insulation requirements.	
<input type="checkbox"/>	Prepare preliminary fixture selections - general space requirements and types of plumbing fixtures, general criteria for light fixture types.	
<input type="checkbox"/>	Prepare riser diagrams for all mechanical, fire protection and electrical systems including information on number of risers and general sizes.	
<input type="checkbox"/>	Develop preliminary layout of major mechanical rooms.	
<input type="checkbox"/>	Develop typical floor space requirements including electrical rooms, any mechanical rooms, major risers, chase requirements, etc., include weights of equipment, major horizontal and vertical penetrations.	
<input type="checkbox"/>	Determine Typical floor MEP & FP distribution systems and other mechanical, fire protection and electrical systems that can impact structural, architectural plans and reflected ceiling plans. Examples include:- HVAC supply duct loop (office buildings), criteria for typical fan coil units and horizontal ductwork (residential), sprinkler main routing.	
<input type="checkbox"/>	Prepare Energy code analysis.	
<input type="checkbox"/>	Coordinate Utility requirements.	

OTHER CONSULTANTS

<input type="checkbox"/>	Coordination with Owner's consultants. B101-2007 3.1.2	
<input type="checkbox"/>	For high-rise buildings: Prepare wind analysis-for building structure.	
<input type="checkbox"/>	Prepare elevator study to determine configuration, number of cars, capacities and speeds of elevators.	
<input type="checkbox"/>	Prepare preliminary acoustical report sufficient to establish typical wall types and to provide general guidelines in the Outline Specification.	
<input type="checkbox"/>	Prepare concept scheme for building maintenance.	
<input type="checkbox"/>	Prepare outline specification for security system.	
<input type="checkbox"/>	Prepare landscape design drawing sufficient for zoning and/or other governing body approvals.	
<input type="checkbox"/>	Establish LEED level if applicable.	

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Deliverables for Phase	
Drawings	
<input type="checkbox"/>	In general drawings indicate the scale and relationship of Project components
<input type="checkbox"/>	All plans have spaces generally defined
<input type="checkbox"/>	Representative area plans generally graphically fixed
<input type="checkbox"/>	Full building elevations generally graphically fixed for typical areas
<input type="checkbox"/>	Representative wall sections drawn
<input type="checkbox"/>	Typical floor elevator and stair plans with preliminary sections
<input type="checkbox"/>	Representative area partition types defined
<input type="checkbox"/>	Preliminary civil and landscape drawings
<input type="checkbox"/>	Structural plans, foundation defined, columns sized and located, lateral design defined
<input type="checkbox"/>	MEP/FP systems defined, major mechanical spaces fixed in plans, representative plan area coordinated, initial riser diagrams
Outline Specifications	
<input type="checkbox"/>	General statement of purpose of Schematic Design Package
<input type="checkbox"/>	Project description
<input type="checkbox"/>	Outline Specifications including general description of systems and finishes sufficient to meet the General Objectives of Phase
<input type="checkbox"/>	Project performance criteria established
<input type="checkbox"/>	Attachments and additional information as project requires