Local Education Agency	State Project No.	Phase
School	Architect	Date

DAS OFFICE OF SCHOOL CONSTRUCTION GRANTS PLAN REVIEW CHECK LIST

FIXTURES, FURNISHINGS, AND EQUIPMENT (FF&E) PHASE

- Fixtures, Furnishings, and Equipment are eligible for reimbursement only when part of a Major Building Project, a project type “New”, “Renovation”, “Extension”, or “Alteration”.
- Do not use Not Applicable (N/A). Use “None”, “NPS” (Not in Project Scope), or explain condition.
- Submit completed **Pre-Bid Conformance Review (PCR) Checklist** with this completed form.

			Accepted
	Document	Notes	
1.	Documentation: Drawings and Specifications		
2.	Location plans with items identified and quantified		
3.	Code Compliance Notes and compliance verification shown on location plans		
4.	Secure / seismic attachment note on plans for floor-mounted, ceiling-mounted, and wall-mounted items		
5.	Product / Item Data Sheet of major items		
6.	Room-by-room location list on drawings or as separate document		
7.	Identification of extended warranties and service contracts (ineligible for reimbursement)		
8.	Workstations, desks, appliances, etc. (including for persons with disabilities) for **adults, both students and staff**. Provide product data sheets with manufacturer's dimensions of knee/toe clearance (30"w, 27"h, 19"d) and height of tables, counters, and work surfaces (28" to 34" to top)		
9.	Workstations, desks, appliances etc. for **children** (including children with disabilities), Provide product data sheets with manufacturer's dimensions for knee/toe clearance (30"w, 24"h, 19"d) and height of tables, counters, and work surfaces (26" to 30" to top)		

06/30/2015