

Local Education Agency	State Project No.	Phase
School	Architect	Date

DAS OFFICE OF SCHOOL FACILITIES PLAN REVIEW CHECKLIST

DESIGN DEVELOPMENT REVIEW (DDR)

MAJOR BUILDING PROJECT

- **A Major Building Project is 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 applicable supplemental checklists with this completed form.

A. DOCUMENT SUBMISSION LIST			Accepted
	Document	Notes	
01.	PREP Meeting attendance by Local Education Agency (LEA)		
02.	PREP Meeting attendance by Design Team		
03.	Project Team List with contact information		
04.	Project Phasing Letter by LEA		
05.	Scope Letter by Architect including <ul style="list-style-type: none"> • overall project summary of all phases • description of ineligible and questionable-eligible work 		
06.	Completed Code Sheet(s) with design professional's signature and seal		
07.	Design Development Phase Drawings and summary of building systems / assemblies based on UniFormat headings		
08.	Project schedule corresponding to construction start dates and identifying phases		
09.	Commissioning Agent's report		
10.	D.E.E.P. Flood Management Certification		
11.	Site analysis (form ED053) / DAS site approval		
12.	Local wetlands and zoning approvals		
13.	<ul style="list-style-type: none"> • Public water supply availability letter or • Well approval by Department of Public Health (DPH) 		
14.	Septic system approval by DPH		

DESIGN DEVELOPMENT REVIEW CHECKLIST

15.	Site "Central Location" letter by Superintendent		
16.	Seismic certification by Design Team		
17.	Hazardous materials report by environmental consultant		
18.	Space Standards letter by Superintendent		
19.	Playground Surfacing and Maintenance letter by Superintendent		
20.	Code Modification Applications		
21.	State Historic Preservation Office (SHPO) project review letter		
22.	Life Cycle Cost Analysis (LCCA) letter		
23.	Designated Accessible Schools letter by Superintendent		
24.	Office of State Traffic Administration (OSTA) approval		
25.	Ineligible and Limited Eligible Cost Worksheet (ICW)		
Statutory Compliance Items			
26.	Cost estimate with ineligible costs data per CGS 10-287c-21(a)(2), refer to estimating policy		
27.	Indicate choice of HPBS (CGS 16a-38k) or LEED Silver requirement		
28.	Roof warranty of 20 years minimum (CGS 291(b)(2))		
29.	Radon report (CGS 10-291(b) and 10-220(d))		
30.	PCB report (CFR 40, Part 761)		
31.	Phase I and Phase II Environmental Site Assessment Reports (CGS 10-291(a))		
32.	Natural Light / Wireless Connectivity Technology letter by Superintendent (CGS 10-283(a)(1))		
33.	Safety Infrastructure Standards letter by Superintendent (CGS 10-283(a)(1))		
34.	Indoor air quality certification (CGS 10-291(b)(3))		
35.	Acoustical performance certification (CGS 10-285g)		

DESIGN DEVELOPMENT REVIEW CHECKLIST

36.	Staff Training Requirement HVAC / IAQ (CGS 10-291(b)(4))		
37.	Carbon monoxide detection (CGS 29-292)		
38.	Renovation status application with cost analysis (CGS 10-282(18))		
B. CODE REVIEW			
1. GENERAL			
A.	Building Area Calculations		
B.	Comparison of space standards with Code Sheet		
C.	Separate exits from each floor		
D.	Areas of Rescue Assistance		
E.	Doors in direction of travel		
F.	No exit through hazardous areas		
G.	Number of Assembly exits		
H.	Assembly main entrance / exit		
I.	Assembly other exits		
J.	Occupant load and exit capacity		
K.	Educational designation		
L.	Assembly designation		
M.	Two remote exits		
N.	Travel distance and common path of travel		
O.	Use Group, Construction Type, and Fire Resistance Rating of structure		
P.	Building Limitations (Height and Area)		
Q.	Fire walls and opening protectives		

DESIGN DEVELOPMENT REVIEW CHECKLIST

R.	Fire separation distance, exterior walls, and openings		
S.	Mixed Occupancies		
T.	Occupancy Separations		
U.	Existing structures		
V.	Safety and security criteria		
3. ASSEMBLY / STAGE / PLATFORM (interior and exterior areas)			
A.	Assembly Seating		
	<ul style="list-style-type: none"> • Seat count vs. student enrollment 		
	<ul style="list-style-type: none"> • Seating accessibility 		
B.	Defined as "Platform" or "Stage"		
C.	Stage curtain		
D.	Stage special requirements		
E.	Stage and platform access		
4. CLASSROOMS AND ANY OTHER ROOMS (not specially named in checklist)			
A.	Window for Rescue Assistance and ventilation for all student occupancies		
B.	Preschool through second grade at level of exit discharge		
C.	Accessibility to tiers		
5. CORRIDORS			
A.	Protection		
B.	Dead ends		
C.	Lockers		
6. FINISHES			

DESIGN DEVELOPMENT REVIEW CHECKLIST

A.	Classification and requirements		
7. HARDWARE			
A.	Accessible door hardware		
B.	Tactile warnings		
8. HAZARDOUS AREAS			
A.	Hazardous areas shown on Code Plan(s)		
9. KITCHENS			
A.	Suppression systems and extinguishers		
B.	Finishes		
10. LABORATORIES			
A.	Emergency gas shutoff		
B.	Eyewash and body-wash with drains		
C.	Fume hoods		
11. TOILET ROOMS / LOCKER / SHOWER ROOMS			
A.	Accessibility		
B.	Toilet room availability		
12. MECHANICAL / ELECTRICAL / PLUMBING			
A.	Space above ceiling (plenum)		
B.	Emergency Lights		
	• Assembly		
	• Stairs, corridors		
	• Means of egress		
	• Emergency power		
C.	Exit Signs		

DESIGN DEVELOPMENT REVIEW CHECKLIST

	<ul style="list-style-type: none"> • At exits and visible from any direction, tactile 		
	<ul style="list-style-type: none"> • Assembly 		
	<ul style="list-style-type: none"> • Emergency power 		
D.	Miscellaneous penetrations		
13. SHOPS AND FINISH ROOMS			
A.	Emergency electrical shutoffs		
B.	Eyewash and body-wash with drains		
C.	Contaminant removal system		
D.	Finish-room hood		
14. SITE			
A.	Parking		
B.	Passenger loading zone		
C.	Entrances, exits, accessible routes (granular surfaces), public way		
D.	Courtyards and occupancy		
E.	Artificial turf		
F.	Access to athletic fields, bleachers, dugouts, playgrounds, press boxes, and concessions		
G.	Identification of all work beyond property line		
15. STAIRS / RAMPS (Interior and Exterior)			
A.	No hazardous or non-occupancy opening into stairs		
B.	Areas of refuge and support systems		
C.	Handrail and guards		
D.	Non-conforming floors / ramps		

