DEPARTMENT OF CONSTRUCTION SERVICES (DCS)
BUREAU OF SCHOOL FACILITIES (BSF)

LOCAL OFFICIAL REVIEW OF A "SMALL PROJECT" PER CGS 10-292(b)
IN LIEU OF THE DEPARTMENT OF CONSTRUCTION SERVICES REVIEW

SIGN-OFF MEETING CHECKLIST

District _____ **Date** _____

Facility_____

Project No. _____ **Phase No.** ____ **of** ____

Reviewer _____ **Submission #** _____

1. ☐ A completed Form ED042, including local code officials certifications of Local Approval on page 2 of 2. **Dates of the construction documents and cost estimates must be filled in on pages 1 and 2.** (all projects)
2. ☐ Superintendent's Natural Light/Wireless Infrastructure letter (all projects).
3. ☐ Superintendent's Space Standard letter (all projects except roof replacement projects, code violation projects or asbestos abatement projects).
4. ☐ Professional Cost Estimate itemized and based on final construction documents, with an **ineligible costs column, Consultant fee line item, and itemized list of Bid Alternates, Allowances and Contract Unit Prices** . (all projects)
5. ☐ A completed Ineligible and Limited Eligible Costs worksheet signed by the District. Construction Document and cost estimate dates must be entered on page 1 and 2 of EDO42 signed form. (all projects)
6. ☐ A detailed Project Scope letter from design professional. (all projects)
7. ☐ A completed BSF Plan Review Checklist(s) (all 18 pages) **The column labeled "Reviewer Use only; Complies with code" must be filled in during review of the construction documents by the local officials.** (all projects)
8. ☐ A completed Indoor Air Quality Certification form. (all projects)
9. ☐ A completed Seismic Certification form. (as applicable)
10. ☐ A completed PCB Testing Notification Letter. (all projects)
11. ☐ Duplicate Code Plans (except for roof replacement and Haz-Mat projects).
12. ☐ Roof Key Plan and Legend (for roof replacement projects only).
13. ☐ Set of documents reviewed and marked by the local officials briefly examined and returned. PRR, Code Modifications, and other Agency approvals
14. ☐ Where the project scope is for water wells or septic systems, submit the approval letter from the appropriate authority having jurisdiction

LOCAL REVIEW SIGN-OFF MEETING (continued)

ADDITIONAL COMMENTS:

DATE REJECTED (ALL DOCUMENTATION RETURNED FOR RESUBMISSION)	
DATE OF NEXT SIGN-OFF MEETING	
SUBMISSION ACCEPTED (minor comments listed above)	
TARGET DATE FOR REVIEW COMPLETION	
APPROVAL RECOMMENDED	

	Initials	Date		
Reviewer data entered			**A/E Firm**	