

District	State Project No.	Phase
School	Date	Architect

OFFICE OF SCHOOL CONSTRUCTION GRANTS CHECKLIST FOR:

**DESIGN DEVELOPMENT REVIEW FOR
MAJOR BUILDING PROJECTS
(NEW, RENOVATION, EXTENSION, AND ALTERATION PROJECTS)**

The following checklist contains areas that must be addressed if applicable to your school project.

Do not use N/A, indicate "NONE" or "N.P.S." (Not in Project Scope) or explain condition.

1. DOCUMENTS SUBMISSION LIST			Accepted
	Document	Notes	
01.	PREP Meeting attendance by District		
02.	PREP Meeting attendance by Design Team		
03.	Project Team list with contact information		
04.	Project Phasing Letter by District		
05.	Scope Letter by Architect <ul style="list-style-type: none"> - Provide overall project summary of all phases with detailed scope of current phase - Describe ineligible and questionable eligible work in current phase 		
06.	Complete Code Sheet with signatures and seals.		
07.	Design Development Phase drawings and Technical Specification		
08.	Project Schedule (Identify phases, tie to construction start dates)		
09.	Commissioning Agent Report		
10.	D.E.E.P. Flood Management Certification		
11.	ED-053 Application / DCS Site Approval		
12.	Local Wetlands and Zoning Approvals		

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13.	Well Approval by Dept. of Public Health		
14.	Septic System Approval by Dept. of Public Health		
15.	Site "Central Location" letter by Superintendent		
16.	Seismic Letter 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) letter		
22.	Life Cycle Cost Analysis (LCCA) letter		
23.	Designation of Accessible Schools letter by Superintendent		
24.	State Traffic Commission Approval		
25.	Ineligible and Limited Eligible Cost Worksheet (ICW)		
26.	Public Water Supply Availability or well approval letter.		
REGULATORY COMPLIANCE ITEMS			
27.	Cost Estimate with Ineligible Costs Data – (CGS 10-287c-21(a)(2)) – see estimating policy		
28.	LEED Silver rating or equivalent standard for High Performance Buildings (CGS 16a-38k).		
STATUTORY COMPLIANCE ITEMS			
29.	Roof Warranty of 20 years minimum (CGS 291(b)(2))		
30.	Radon Report (CGS 10-291(b) and 10-220(d))		
31.	PCB Report (CFR 40, part 761)		
32.	Phase I Environmental Site Assessment Report. (CGS 10-291(a))		
33.	Natural Light / Wireless Technology Letter by Superintendent (CGS 10-283(a)(1))		
34.	Safety / Security Compliance Letter by Superintendent for N, RNV, or A projects (CGS 10-283(a)(1)).		
35.	Indoor Air Quality Assurance Letter (CGS 10-291(b)(3))		

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36.	Acoustical Standards Letter (CGS 10-285g(a))		
37.	Staff Training Requirement HVAC / IAQ (CGS 10-291(b)(4) and 10-231e)		
38.	Carbon Monoxide Detection (CGS 29-292(a)(1))		
39.	Renovation Status Application with Cost Analysis (CGS 10-282(18)).		
2. CODE PLAN REVIEW			
A.	Building Area Calculations		
B.	Comparison of space standards with .Code Sheet		
C.	Separate exits from each floor		
D.	Areas of rescue assistance		
E.	No exit through hazardous areas.		
F.	Number of Assembly exits		
G.	Assembly main entrance/exit		
H.	Assembly other exits		
I.	Occupant load and exit capacity		
J.	Educational designation		
K.	Assembly designation		
L.	Two remote exits		
M.	Travel distance and common path of travel		
N.	Use Group, Construction Type, and fire resistance rating of structure.		
O.	Building Limitations (Height and Area)		
p.	Fire walls and opening protectives		
Q.	Fire separation distance, exterior walls, and openings.		
R.	Mixed occupancies		
S.	Occupancy Separations		
T.	Existing structures		
3. ASSEMBLY/STAGE/PLATFORM (interior and exterior areas)			
A.	Assembly Seating		
	- Seat count vs. student enrollment		

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	- Seating accessibility		
B.	Defined as "Platform"		
C.	Defined as "Stage"		
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		
6. FINISHES			
A.	Classification and requirements		
7. HARDWARE			
A.	Responsive to Safety and Security Plan		
B.	Accessible door hardware		
C.	Tactile warnings		
8. HAZARDOUS AREAS			
A.	Identify hazardous areas on Code Plan		
9. KITCHENS			
A.	Suppression systems and extinguishers		
B.	Finishes		
10. LABORATORIES			
A.	Emergency gas shutoff		
B.	Eyewash and body-wash w/ drains		
C.	Fume hoods		

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11. TOILET ROOMS / LOCKER/SHOWER ROOMS		
A.	Accessibility	
12. MECHANICAL / ELECTRICAL / PLUMBING		
A.	Space above ceiling	
B.	Emergency Lights	
	• Assembly	
	• Stairs, corridors	
	• Means of egress	
	• Emergency power	
C.	Exit Signs	
	• At exits and visible from any direction, tactile	
	• Assembly	
	• Emergency power	
D.	Miscellaneous penetrations	
13. SHOPS AND FINISH ROOMS		
A.	Emergency electrical shutoffs	
B.	Eyewash & body-wash w/drains	
C.	Contaminant removal system	
D.	Finish room hood	
14. SITE		
A.	Parking	
B.	Passenger loading zone	
C.	Entrances, exits, accessible routes, public way	
D.	Courtyards	
E.	Artificial turf	
F.	Access to athletic fields, bleachers, dugouts, playgrounds, press boxes, and concessions	
G.	Identification of all work beyond property line	

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15. STAIRS / RAMPS (Interior and Exterior)		
A.	No hazardous or non-occupancy opening into stairs	
B.	Areas off refuge and support systems	