



**100% Schematic Design Drawing Checklist \***

- Campus project number
- List of Project Team
- Project description/summary
- Code summary
  - Include: Building codes and standards (include year of edition) for basis of design
  - Building construction type
  - Building height
  - Floor areas
  - Indicate whether building is fire sprinklered or non-sprinklered
  - Occupancy classifications
  - Description of room use
- Egress plans
  - Indicate occupant loads at exit paths
- Site plan
- Floor plans
  - Indicate fire-rated walls by linetype or wall pattern
- Roof plan
- North arrow on all plans
- Exterior elevations
- Building sections
- Fire service main location
  - Include backflow preventer, PIV, FDC, and point of entry into the building
- Property line analysis for exterior wall/window protection
- List of deferred submittals
- Alternate Materials and Methods Request (AMMR)
- Chemical inventory
  - If building houses, uses, or handles hazardous materials as defined in the California Fire Code, provide Hazardous Materials Identification System (HMIS) to fire marshal for review/approval of occupancy groups

*Note 1: If smoke control system is required, consult fire marshal*

*Note 2: Submit to City of Berkeley street address application*



**100% Design Development Drawing Checklist \***

- All of Schematic Design Checklist, plus:
  - Reflected ceiling plan
  - Equipment plan
  - Physical security system plan
  - Interior elevations
  - Vertical circulation sections
  - Ceiling construction
  - Illuminated and tactile exit sign locations
  - Fire extinguisher locations
  - Knox box location(s)
  - Mechanical plans
    - Include: Fire, smoke, fire/smoke damper locations
    - Equipment schedule
    - Refrigerant Leak Detection System
  - Plumbing plans
  - Fire sprinkler drawings
    - Include: Location of control valves, floor control valve assemblies, etc.
    - Standpipe drawings
    - Hose valve and isolation valve locations
    - Section view
    - Riser diagram
  - Electrical plans
    - Include emergency egress lighting plan with photometric study (interior and exterior)
  - Fire alarm plans
    - Include location of FACU and Remote Annunciator Panel

*Note 1: Proposed room numbers must be reviewed/approved by Space and Capital Resources at this phase*

*Note 2: Submit outline specifications*



**Construction Document Drawing Checklist \***

- All of Design Development Drawing Checklist and Schematic Design Checklist, plus:
  - Partition schedule with listed assembly number (eg. UL number) for fire-rated assemblies
  - Through penetration firestopping system details with listed assembly number (eg. UL number)
  - Construction joint system details with listed assembly number (eg. UL number) for intersections of fire-rated assemblies
  - Fire door/hardware and fire window schedule
  - Signage schedule
  - CFM review stamp template in title block

*Note 1: Construction Documents must be signed by Architect or Engineer*

*Note 2: Submit 100% specifications, signed by Architect or Engineer*

- \* **These checklists may not be a complete list depending on project scope, size, complexity, etc. Conversely, some checklist items may not apply to a project.**