NORTHWEST MISSOURI STATE UNIVERSITY

The following Check list is intended for use in project coordination. EACH APPLICABLE ITEM IN THE CHECK LIST SHALL BE INITIALLED WITHOUT FAIL BY THE LEAD FIRM RESPONSIBLE FOR A PARTICULAR PROJECT. Mark items NA that do not apply to the project. This checklist is to be submitted with the Final Review submittal and will become a part of the project documentation.

DIVISION 1 – GENERAL REQUIREMENTS

Initial	Date		
___	___	1.	Check project title, number and issue date. Complete and check all title blocks to match wording of drawing index and specifications. Provide north arrows on all plan sheets.
___	___	2.	Recheck final drawings with outline specifications and preliminary drawings for conformity to requirements. Reread project program, meeting minutes and other correspondence for pertinent data to be incorporated into Contract Documents.
___	___	3.	Complete detail references and verify the correctness of all references.
___	___	4.	Consultants shall sign and seal their drawings, for final submission and permit sets.
___	___	5.	Date each sheet with the same issue date.
___	___	6.	Check specifications for coordination with drawings and completeness of sections. Check hardware list for panic devices, thresholds, closers, floor hinges and required Fire Underwriters assemblies.
___	___	7.	Advise specification writer of any last-minute changes.
___	___	8.	Project Architect shall check all dimensions and coordinate any discrepancies with all disciplines.
___	___	9.	Detailed plans shall be oriented matching floor and plot plans. Whenever possible, North Arrows shall point to the top or left hand side of the drawing.
___	___	10.	Indicate scale. Provide graphic scales on all drawings.
___	___	11.	Recheck specification references to details.
___	___	12.	Compare architectural finish schedule to specification index. Ensure all finish materials are specified.
___	___	13.	Check major items of equipment and verify that they are coordinated with contract drawings. Pay particular attention to horsepower ratings, phasing and voltage requirements.
___	___	14.	Verify that items specified “as indicated” or “where indicated” are in fact indicated on contract drawings.
___	___	15.	Verify that cross-referenced specification sections exist.

COORDINATION PLAN

Initial	Date		
___	___	16.	Recheck codes for: A. No & type of needed plumbing fixtures B. Drinking fountains required C. Fire Hose and Extinguisher cabinets required D. Automatic fire sprinkler extent E. Smoke detection and emergency lighting F. Exits, stair design and handrails needed G. ADA compliance
___	___	17.	Review security provisions with Northwest, i.e. – security hardware, lighting, T.V. surveillance, fencing and alarm systems.
___	___	18.	Complete code search and and provide code foot print data on drawings.
___	___	19.	Check and verify that all applicable regulatory agencies have reviewed and approved the final drawings.
___	___	20.	Check and verify all items indicated and noted Not In Contract, (N.I.C.) on the drawings.
___	___	21.	Check specs for bid items. Are they coordinated with the drawings?
___	___	22.	Check specs for phasing of construction. Are the phases clear?
___	___	23.	Verify all plans and specifications are compliant with Northwest's Guidelines for Design and Construction (GDC)
___	___	24.	Verify instructions for creating IFB have been followed.

DIVISIONS 2 - EXISTING CONDITIONS
31 - EARTHWORK
32 - EXTERIOR IMPROVEMENTS
33 - UTILITIES

___	___	1.	Indicate “Construction Limits”, “N.I.C.” work and construction barricades, if needed. Indicate contractor’s access to the site where required.
___	___	2.	Show property lines, bearings, overall dimensions, street dimensions, easements and bench marks. Relate finished floor elevations to established datum.
___	___	3.	Show existing and finish contours topographic survey and any existing facilities to remain.
___	___	4.	Check finished grades with finished floor elevations indicated.
___	___	5.	Dot-in “future buildings” on architectural, mechanical, electrical and civil plot plans and title each building within its outline.

COORDINATION PLAN

Initial	Date		
___	___	6.	Include legal description on site plan.
___	___	7.	Note types of paving and areas requiring “selected base”; note thicknesses needed.
___	___	8.	Note heights and extent of fencing – both existing and new. Note size and type of gates.
___	___	9.	Check details for drainage structures, curbs, driveways, entrance posts and chains. Provide tees in S.D. lines for future connections. Note inlet and invert elevations on catch basins, manholes and drain lines.
___	___	10.	Verify flagpole locations and heights.
___	___	11.	Indicate test hole boring locations on civil or structural drawings. Include log of soil borings in specifications. “For Information Only”. Datum of boring samples shall be coordinated with datum on grading plans.
___	___	12.	Note items for removal and demolition.
___	___	13.	Check all utility lines for interference with existing and new services.
___	___	14.	Note areas to receive “topsoil” and depths of soils required. Check availability of topsoil on the site .
___	___	15.	Check for adequate drainage of all floored, walled or curbed planting areas adjacent to buildings within plazas and courtyards.
___	___	16.	Verify extent of off-site work in contract. Indicate extent of concrete paving, walks, curbs and bituminous paving.
___	___	17.	Indicate and note existing and new walks, curbs and planting areas.
___	___	18.	Note existing trees as to size, type and whether they are to be saved or removed.
___	___	19.	Indicate on site plan transformer enclosures, meter locations and any other underground vaults required by utility companies. Check main conduit and supply line sizes and locations. Check fire protection requirements and hydrant locations.
___	___	20.	Show north arrows, vicinity map and graphic scales where required.
___	___	21.	Check soils report for problem areas.
___	___	22.	Indicate “Bench Mark” on plot plan. (i.e.-Datum 290.5 or 290’ –6”). All elevations must relate directly to datum.
___	___	23.	Indicate locations for concrete parking bumpers, markings for parking, entrance and exit signs and arrows.
___	___	24.	Show existing irrigation lines to remain. NOTE: Specify existing lines to be “abandoned” or “removed”.

COORDINATION PLAN

Initial	Date		
___	___	25.	Check on disposition of excess earth and existing rocks to be used in landscaping.
___	___	26.	Check that proper fill and compaction under future structures have been provided.
___	___	27.	Indicate types and extent of headers needed to receive pavement.
___	___	28.	Check requirements for Fire Department equipment access to site and buildings.
___	___	29.	Provide adequate slopes away from building for proper positive drainage.
___	___	30.	Verify that all utility easements are shown.
___	___	31.	Limit entrance walks to comply with ADA.
		32.	Check retaining walls for location, height and bearing condition.
___	___	33.	Check old survey, if available, to determine if site has been filled in.
___	___	34.	Verify that planting areas do not drain across pedestrian traffic areas.
___	___	35.	Storm drainage systems shall have the following indicated; size and type of pipe, rate of slope, invert elevation at each change in rate or direction of slope, elevation and depth of catch basins, manholes and junction chambers, sizes of culvert.
___	___	36.	Check points of sewer connection to the building systems. Show dimensions for staking and construction of entire storm drainage system.
___	___	37.	Storm drain lines with less than 1' –0" of cover over top of pipe shall be encased in concrete or require special design.
___	___	38.	Check that concrete paving of required thickness has been provided at loading dock locations.
___	___	39.	Indicate how drainage is to be accomplished across finished areas such as roads and walks, where "springs" occurs in cut areas.
___	___	40.	Where soils reports indicated sub-surface water, indicate proposed methods for drainage around sub-surface structures.
___	___	41.	Indicate well points and discharge methods for sub-surface water indicated.
___	___	42.	Indicate location of wetlands and required buffer areas.
___	___	43.	Indicate and coordinate size, location and invert elevation of building water, sewer and storm drain service connections.
___	___	44.	Verify from site plans that new or old underground utilities (power, telephone, fiber, water, sewer, gas, storm drainage, fuel lines, grease traps, fuel tanks) have been checked for interferences with foundation.
___	___	45.	Verify property lines and location of foundations and footings in relation to property lines.

COORDINATION PLAN

DIVISION 3 – CONCRETE

Initial	Date		
___	___	1.	Depress slabs as required to receive floor materials: ceramic tile, terrazzo, spring floors and walk-in refrigerators. NOTE: Where thinset floors are used direct to structural slab, provide thresholds.
___	___	2.	Note floor slopes to drains – give elevation of high and low points.
___	___	3.	Schedule “non-slip” floors in shower and locker rooms, kitchens and shops. Provide non-slip nosings on stairs and non-slip material on treads. Check slabs for any special wearing surface requirements.
___	___	4.	Chamfer or “ease” all corners of exposed concrete. Check precast details for proper jointing, anchorage, waterproofing and fireproofing.
___	___	5.	Indicate elevations at top of footings on structural drawings.
___	___	6.	Provide rock fill under slabs on grade if required by soils report. Check foundation drainage requirements.
___	___	7.	Indicate and detail construction and expansion joints. Coordinate with structural. Determine if slip-dowels are required between slab panels. Check waterproofing where joints occur in exterior double slabs.
___	___	8.	Provide platforms at exterior doors on unpaved grade. Make wide enough to accept 180 degrees door swings. Provide door pockets or dowel slabs to prevent heaving. Verify net opening width for doors having panic hardware.
___	___	9.	Detail interlocking joint at knit sections in tilt-up construction and precast panels to form water-bar. Review joint and sealant details.
___	___	10.	Exterior platforms and courtyard slabs shall slope to drain away from buildings.
___	___	11.	Schedule and note on drawings extent of colored, non-slip and special textures.
___	___	12.	Show and note areas to receive special textures on elevations.
___	___	13.	Provide a minimum of 8” high curbs or pads above finished roof under all mechanical and electrical equipment. Check mechanical for concrete pad locations for roof-mounted equipment.
___	___	14.	Check to assure floors drain in shower, locker rooms and toilet areas.
___	___	15.	Double check concrete and masonry opening sizes noted on drawings.

COORDINATION PLAN

Initial	Date		
___	___	16.	Check for proper design, rise and run for exterior “monumental stairs”.
___	___	17.	Check that sufficient “weep holes” are provided in retaining walls to relieve hydrostatic pressures, with proper drainage board.
___	___	18.	Check concrete sections with architectural details for required reglets, rabbets and recesses to receive various finishes.
___	___	19.	Check that required curbs, trenches, pits and sumps are provided to satisfy building requirements.
___	___	20.	Detail and reference typical control and expansion joints.
___	___	21.	Reinforced Concrete
___	___		A. Is type of reinforcement splice or lap indicated?
___	___		B. Are corner reinforcement bars specified?
___	___		C. Is seismic detailing required?
___	___		D. Check that column ties are used in added column/beam or column/beam slab joints.
___	___		E. Are accessories galvanized or plastic tipped?
___	___	22.	Are classes of concrete for the various items of work shown in notes? And specifications?
___	___	23.	Are specifications for reinforcing steel included in notes?
___	___	24.	Are base courses and capillary water barriers shown under floor slabs-on-grade and checked with foundation design criteria?
___	___	25.	Are slab-on-grade floor thicknesses given? Reinforcement shown?
___	___	26.	Are crack control joints located in all interior and exterior slabs on grade?
___	___	27.	Provide thickened slab-on-grade under masonry partitions.
___	___	28.	Are re-entrant corners of floor slab cutouts reinforced?
___	___	29.	Is concrete cover over reinforcing steel shown or noted?
___	___	30.	Has mesh reinforcement in slabs been specified in general notes or drawings for slab-on-grade and/or pan joist construction?
___	___	31.	Are minimum required areas of steel provided in walls, beams, columns as required by ACI 318.
___	___	32.	Are depressed slabs shown for tile floors, etc?
___	___	33.	Are cross section details of depressed slabs shown with reinforcing detailed?

COORDINATION PLAN

Initial	Date			
___	___	34.		Are perimeter felt joints and premolded joint fillers correctly located and called out?
___	___	35.		Has reinforcing steel been detailed to avoid congestion? In beam/column joints?
___	___	36.		Has steel been detailed to avoid long lengths of bars extending from joints?
___	___	37.		Are diagonal bars provided at openings in walls, floors, and roof?
___	___	38.		Have construction joints been provided for stairs so they may be constructed after floors are in place?
___	___	39.		Concrete Design Mix
___	___		A.	Check against specification for cement content, slump, additives, etc.
___	___		B.	All exposed concrete to be air-entrained.
___	___		C.	How flat, level is concrete work to be?
___	___		D.	Is fly ash permitted and to what percentage?
___	___		E.	Concrete testing requirements to be furnished.
___	___		F.	Is inspection of concrete work specified or required?
___	___		G.	Formwork – any stripping requirements? Who is responsible?
___	___		H.	Is a concrete curing compound, cold-hot weather, placement, etc. required.
___	___		I.	Testing requirements – spelled out clearly.

FOUNDATIONS

Initial	Date		
___	___	40.	Are all footings located to provide concentric loading as closely as possible?
___	___	41.	Footing schedule should be used for continuous wall footings and individual footings.
___	___	42.	Are top of footing elevations shown?
___	___	43.	Are foundation ties shown in seismic areas, if required?
___	___	44.	Are rigid frame ties shown?
___	___	45.	Are waterstops shown?
___	___	46.	Is bracing and shoring required? Noted?

COORDINATION PLAN

Initial	Date		
___	___	47.	Wall reinforcing schedule should be used. Is reinforcing shown on sections in correct face of location?
___	___	48.	Is footing steel located in bottom for spread footings and top and bottom for combined footings?
___	___	49.	Is horizontal steel interrupted by beam or column pockets? If so, add supplementary steel?
___	___	50.	Compare wall steel versus wall height. Is more steel required for greater height walls?
___	___	51.	Does foundation wall have steel in both faces? Should it?

DIVISION 4 – MASONRY

Initial	Date		
___	___	1.	Indicate sizes of masonry units, required bonding and jointing.
___	___	2.	Detail waterproof finish at tops of all parapet walls and yard walls.
___	___	3.	Provide control joints spaced every 25’ to 30’ to allow for shrinkage in concrete block construction. NOTE: In brick work locate control joints every 50’ maximum. Provide control and expansion joint details.
___	___	4.	Check code requirements for anchorage of masonry veneer materials.
___	___	5.	Check waterproofing requirements and details for exposed masonry.
___	___	6.	Relate dimensions to masonry unit sizes, joint sizes and type of bonding.
___	___	7.	Relate masonry coursing and dimensioning to door and window openings.
___	___	8.	Is type of mortar specified (S-type, N-type)?
			A. Are mix proportions specified-sand, cement, lime, etc?
			B. Is mortar to be tested? If so specified, test standards to be used.
___	___	9.	If wall bearing project, specify CMU and brick strength = fm.
___	___		A. 1500 p.s.i. normal strength block.
___	___		B. 3500 p.s.i. high strength block.
___	___		C. Specify brick strength.
___	___		D. Is block or prism test to be performed?
___	___	10.	Is masonry construction to be inspected?

COORDINATION PLAN

Initial	Date		
___	___	11.	Are walls to be reinforced? If so, specify size and spacing of rebars-detail of placement of bars. Foundation walls with lateral loads are to be reinforced. Horizontal joint reinforcing size and spacing.
___	___	12.	Are control joints spaced as required by the following mandatory rules?
___	___		A. To coincide with floor joints for walls and slabs?
___	___		B. To avoid locations under concentrated loads?
___	___	13.	Have details of nonstandard construction been provided; e.g. bond beam intersections at different levels.
___	___	14.	Are locations of intermediate bond beams shown on sections and wall elevations?
___	___	15.	Has steel angle lintel schedule been used?
___	___	16.	Are shelf angles required for brick? Properly located and anchored?
___	___	17.	Anchors for floor/roof joists, beams, etc. properly located and detailed?

DIVISION 5 – METALS, STRUCTURAL AND MISCELLANEOUS

GENERAL

Initial	Date		
___	___	1.	Note types of metal decking on structural drawings. Verify extent and amount of fireproofing required on structural steel.
___	___	2.	Note cross-walk drains, trench pit covers and gratings. Note “non-slip” surfaces.
___	___	3.	Show steel ladder and iron rung locations.
___	___	4.	Check that proper gauges for metals have been noted on details.
___	___	5.	Provide and detail lateral bracing for freestanding library stacks and shelving.
___	___	6.	Provide divider railing between pairs of exterior doors separated by a mullion.
___	___	7.	Indicated sizes and types of letters and numbers shown on elevations. Verify if a building plaque is required. If so, discuss allowance with Northwest PM.
___	___	8.	Check if flashings, gravel guards, gutters, leader heads, scuppers, downspouts, splash plans, roof vents, openings, and hatches have been specified and detailed.

COORDINATION PLAN

Initial	Date		
___	___	9.	Check details for water-tightness and proper detail indication for roof specialties.
___	___	10.	Check mechanical for net louver sizes required. (Take into account loss due to blades and frame). NOTE: Screen exterior louver openings. Louvers shall be detailed by Architectural.
___	___	11.	Check sizes of smoke vents and roof hatches for equipment removal.
___	___	12.	Provide closures at exposed ends of wall flashings.
___	___	13.	Show mechanical equipment, fresh air intake and exhaust vents on architectural roof plan. NOTE: Provide ladders or other means of access for serving roof-installed mechanical equipment.
___	___	14.	Provide housing and ”view screens” to hide roof-mounted mechanical equipment. Check sight lines and clearly explain significance to Owner.
___	___	15.	Show combustion air louvers. Check where required and verify exact size with Mechanical.
___	___	16.	Provide handrails at ramps.
___	___	17.	Railings at platforms and balconies shall be as required by ADA. NOTE: Return handrails to wall at ends of stairway runs.
___	___	18.	Check specifications for ferrous metals to be galvanized. Call out gauges of metals on details. Specifications will cover minimum allowable thicknesses.
___	___	19.	Iron rung ladders: Provide 7” clearance from rung to wall surface. Space rungs at 12” o.c. Check industrial safety rules for long runs, landings and protective guards.
___	___	20.	Verify types of locking devices for gates. If cylinder locks are used, master key to project system.
___	___	21.	Detail structural support for mechanical and electrical equipment.
___	___	22.	Show typical detail for framing floor and roof openings.

STRUCTURAL STEEL

Initial	Date		
___	___	23.	Are materials required clearly shown or called for in general notes?
___	___		A. Steel?
___	___		B. Bolts-size, number, type?
___	___		C. Anchor bolts?
___	___	24.	Are structural steel connections to concrete or masonry shown?

COORDINATION PLAN

Initial	Date		
___	___	25.	Are anchor bolts lengths shown?
___	___	26.	Are stud connectors for concrete slab connections to steel beams shown?
___	___	27.	Are member's forces, axial loads and end reactions shown for all connections that are to be designed by the fabricator?
___	___	28.	Are size and number of bolts shown for connections to be detailed on shop drawings?
___	___	29.	Are gusset plate thicknesses given? Are all welds shown by AWS symbols?
___	___	30.	Are stress diagrams given for trusses that are not shown on detailed connections?
___	___	31.	Are purlin and girt sag rods provided where required?
___	___	32.	Are purlin and girt connections shown?
___	___	33.	Do the purlin and girt connections prevent purlin overturning on sloped roofs and side walls?
___	___	34.	Are openings framed to carry wind loads?
___	___	35.	Are weld returns provided as required to prevent joint "unraveling"?
___	___	36.	Columns:
___	___		A. Elevation, bottom of base plate.
___	___		B. Number, size, length and orientation of anchor bolts.
___	___		C. Base plate size, orientation and connection to column.
___	___		D. Size
___	___		E. Steel grade
___	___		F. Milled surfaces
___	___		G. Column splice detail
___	___	37.	Beams
___	___		A. Elevation top of beam
___	___		B. Size
___	___		C. Steel grade
___	___		D. Connection

COORDINATION PLAN

Initial	Date			
___	___		E.	Studs size, length after welding, spacing
___	___		F.	Camber (if any)
___	___		G.	Bricks plates (if any)
___	___		H.	Are spandrel beams subject to torsion?
___	___	38.	Steel Connections	
___	___		A.	All welds sizes, lengths and types must be shown
___	___		B.	Electrode type must be shown
___	___		C.	Bolts, size, grade, friction, bearing, threads in shear plane, threads not in shear plane
___	___		D.	Wrench clearance
___	___		E.	Check wrench calibration

DECKING

Initial	Date		
___	___	39.	Are required structural properties of floor and roof decking provided and coordinated with the project specification?
___	___	40.	Are decking fastener spacings adequate to develop diaphragm shear resistance?
___	___	41.	Are gages and depths of metal decking and metal roofing shown on the plans?
___	___	42.	Is welding pattern specified?
___	___	43.	Is decking supported at columns?

STEEL DECKING

Initial	Date		
___	___	44.	Are depth, gauge and type indicated?
___	___	45.	Check type of roof insulation to span rib width.
___	___	46.	Continuous over three spans – if not, check single span and two span designs.
___	___	47.	Side lap attachments (type and spacing)

___	___	48.	Welding pattern – Side laps, end laps/standard
___	___	49.	Closure in ribs
___	___	51.	Are sheet metal pour stops shown?

STEEL JOISTS

Initial	Date		
___	___	52.	Alignment of panel points – call out in notes
___	___	53.	Ceiling extension (bottom chord)
___	___	54.	Depth of bearing end
___	___	55.	Size and spacing shown
___	___	56.	Type of bridging and spacing
___	___	57.	Special connection required when joist frames into column flange or web?
___	___	58.	Brace continuous beams bottom flange at first joist each side of column by extending bottom chord angles.

DIVISION 6 – CARPENTRY

Initial	Date		
___	___	1.	Verify locations for gypsum board fire-rated separations.
___	___	2.	Indicate necessary furring for mechanical and electrical work. Note heights and extent of furring.
___	___	3.	Note anchorage and blocking for cabinets.
___	___	4.	Provide access panels needed for mechanical and electrical services. All access panels should be shown on Architectural.
___	___	5.	Verify and indicate required “sound-retardant” partition locations. Verify conditions above ceiling line between rooms for sound separation.
___	___	6.	Provide attic draft stops and ventilation as required by code.
___	___	7.	Provide 1” min. clearances around perimeter of wood floors on sleepers for expansion.
___	___	8.	Verify requirements for and extent of fire retardant wood. Verify allowable flamespread ratings for materials for occupancies involved. Verify effect on finishes.
___	___	9.	Check that chemical storage cabinets have been provided with locks. Check OSHA and industrial safety requirements.

Initial	Date		
___	___	10.	Check flame spread rating requirements for wood wall paneling.
___	___	11.	Check that, where camber is required for structural members such as glu-lam beams, the amount is noted on detail and drawing. For drainage purposes, do not assume that structural cambers on “dead-level” roofs will disappear under dead loads only.
___	___	12.	Indicate and note required thermal insulation locations in walls, ceilings and shafts.
___	___	13.	Note roof slopes. Check required clearances of exhaust ducts with openings and flues with structure.
___	___	14.	Indicate stud sizes and spacing.
___	___	15.	Note proper depths of furring for plumbing and other recessed items.
___	___	16.	Verify required appearances grade for laminated wood members.
___	___	17.	Verify that blind nailing has been specified for all finished wood surfaces.
___	___	18.	Verify if sink rims are to be specified or if units are self-rimming type.
___	___	19.	Verify millwork is detailed and dimensioned.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

Initial	Date		
___	___	1.	Note “membrane waterproofing” on exterior walls where grade line is above finished floor levels.
___	___	2.	Indicate types of roofing and typical roof construction on roof plan. Cut sections on roof plan showing where to find details.
___	___	3.	Provide overflow scuppers adjacent to roof drains. Check scupper heights above roof drains, 2” maximum allowable.
___	___	4.	Check roof and terrace areas for proper drainage. Indicate slopes, drains and overflow scuppers. 1/4” per foot minimum slope.
___	___	5.	Allow a minimum of 8” from roof to top of base flashing.
___	___	6.	Verify types and thicknesses of roof insulation. Verify if attic ventilation is required.
___	___	7.	Provide walkways from roof access to mechanical equipment on composition roofs.
___	___	8.	Provide detail sections at each location of roof penetration, equipment supports and screen supports.
___	___	9.	Indicate type and finish of copings and gravel stops.

COORDINATION PLAN

DIVISION 8 – OPENINGS

Initial	Date		
___	___	1.	Scheduled labeled fire door assemblies and panic hardware locations. Verify masonry openings required by doors having panic hardware.
___	___	2.	Provide metal plaster stops around perimeter of door frames in plaster walls.
___	___	3.	Indicate gauges of metal frames in specifications.
___	___	4.	Check overhead doors for clearances with ductwork and piping. Verify labeled conditions.
___	___	5.	Check size and location of door louvers with Mechanical Engineer.
___	___	6.	Provide louvers or undercut doors where required by mechanical. Provide fusible-linked louvers in labeled doors.
___	___	7.	Do not provide louvers in doors to individual toilet rooms next to offices or lounge.
___	___	8.	Schedule standard width and height doors. (Do not use special sizes.)
___	___	9.	Exterior receiving doors to kitchen and service areas to be 3' –6" minimum width. Check door sizes required for clearance of equipment, casework and furniture.
___	___	10.	Check room areas to determine if panic hardware is required. Check required exit and capacity sign for occupancy involved.
___	___	11.	Single doors requiring panic hardware that do not open 180 degrees shall be oversized to allow for clearances of hardware beyond required exit width. Check applicable code.
___	___	12.	Provide view windows in doors to stairways as required by applicable code.
___	___	13.	Check support details for folding doors and partitions.
___	___	14.	Verify U. L. label requirements for doors into Transformer Rooms and Vaults.
___	___	15.	Where sound rated doors occur, provide sound-seals and surface-mounted closers.
___	___	16.	Check glass schedule – make sure type of glass for each opening is indicated.
___	___	17.	Check to verify all hollow metal frame types are drawn, dimensioned and detailed.

COORDINATION PLAN

Initial	Date		
___	___	18.	Verify sizes of mechanical and electrical equipment relative to doors sizes provided. In general, provide 6' –0" door opening to main mechanical rooms.

METAL DOORS AND WINDOW WALLS

Initial	Date		
___	___	19.	Check window details for interference with structural members.
___	___	20.	Check venting sash for headroom clearances.
___	___	21.	Check anchorages details with structural.
___	___	22.	Note "sealants" on details at perimeter of door and window frames.
___	___	23.	Indicate by legend or symbol "insulated" and "non-insulated" panels on elevations and details.
___	___	24.	Verify and schedule screens where required.
___	___	25.	Draw only general outline of window wall members. Indicate required anchorage and structural stiffeners required. Verify stiffener sizes with structural.
___	___	26.	Check depths required for drapery tracks. Provide necessary backing for anchorage.
___	___	27.	Check that stock size sections have been specified and detailed.
___	___	28.	Define extent of mock-up required for testing.

GLASS AND GLAZING

Initial	Date		
___	___	29.	Screen mirror sight lines into toilets.
___	___	30.	Check availability and Code restrictions on large glass sizes.
___	___	31.	Check locations for medicine cabinets, display cabinets and building directories.
___	___	32.	Check window guards, wire glass and fire window locations.
___	___	33.	Check mirror sizes and setting heights. Use stock sizes where possible.

___	___	34.	Note glass types on elevations.
___	___	35.	Provide safety rail and tempered plate glass at hazardous locations. Sliding glass doors and glazed exit doors to have safety glass.
___	___	36.	Check shading conditions, edge area and recommended maximum sizes for heat and glare reducing glass.

FINISH HARDWARE

Initial	Date		
___	___	37.	Check floor hinge pockets for clearance with reinforcing. Swing exit doors 180 degrees where possible.
___	___	38.	Indicate any floor hinges on sill details.
___	___	39.	Omit “hold-open areas” on doors serving air conditioned spaces.
___	___	40.	Make careful check of hardware requirements. Check Owner’s keying requirements. Verify specified finishes and designs with Owner.
___	___	41.	Check that thresholds are mitered and returned at projecting ends beyond jamb and mullion.
___	___	42.	Check to see that hardware complies with ADA Requirements.

DIVISION 9 – FINISHES

LATHING, PLASTERING, FURRING AND GYPSUM BOARD

Initial	Date		
___	___	1.	Call out metal screeds and expansion joints on elevations. Detail lath interruptions at expansion joints.
___	___	2.	Note size and spacing of studs on drawings. Indicate types and thicknesses of gypsum board and plaster.
___	___	3.	Provide resilient clips on studs to receive lath at rooms next to toilets and mechanical rooms and where recommended for acoustical reasons. (Do not use perforated lath where clips are used).
___	___	4.	Use 3/8” stripping or self-furring lath on solid wood members to receive lath and plaster.
___	___	5.	Extend vertical metal expansion screeds to grade without interruption. Horizontal ones to butt verticals. Limit plaster areas to approx. 144 sq. ft. on exterior surfaces.
___	___	6.	Space soffit plaster screeds at 12’ o.c. max.
___	___	7.	Back-plaster expansion joints in fire rated walls.

COORDINATION PLAN

Initial	Date		
___	___	8.	Check fire protection for structural steel columns, beams and steel stairs.
___	___	9.	Indicate UL design numbers for all fire rated assemblies.
___	___	10.	Verify allowable unbraced height for drywall partitions and specify bracing method where required.

RESILIENT FLOOR AND WALL COVERINGS

Initial	Date		
___	___	11.	Indicate on drawings any special floor or wall patterns.
___	___	12.	Note edge strip between resilient flooring and other types of flooring
___	___	13.	Indicate and schedule extent of vinyl and laminated plastic wall coverings.

TERRAZZO, TILE AND COMPOSITION FLOORING

Initial	Date		
___	___	14.	Schedule and indicate on plan extent of non-slip floors: showers, shops, locker rooms and exterior locations.
___	___	15.	Indicate extent of flooring and wainscoting materials on drawings.
___	___	16.	Indicate floor slopes and drain locations.
___	___	17.	Where concrete bases are provided to take equipment, check base heights with size of tile to be used.
___	___	18.	Note floor recess for mortar setting beds.
___	___	19.	Use non-slip tile in all public areas.
___	___	20.	Verify that required trim shapes are manufactured for tile before detailing. Verify for all tile manufacturers specified.

CEILINGS

Initial	Date		
___	___	21.	Compare ceiling plan with mechanical and electrical drawings. Adjust to avoid discrepancies and conflicts.
___	___	22.	Compare ceiling plan with finish schedule. Look for discrepancies.
___	___	23.	Check to see that each ceiling type is clearly indicated.
___	___	24.	Check to see that all ceiling heights are clearly indicated.

Initial	Date		
___	___	25.	Check for allowed openings in fire rated ceilings.

DIVISION 10 – SPECIALTIES

Initial	Date		
___	___	1.	Note vinyl or other covering on sound-retardant folding partitions.
___	___	2.	Provide OSHA compliant access to mechanical roof equipment.
___	___	3.	Verify heights for cabinetwork and equipment. NOTE: Check anchorages for cabinetwork.
___	___	4.	Show locations for capacity signs on plan and verify where required by Northwest EHS.
___	___	5.	Verify toilet room accessories with Owner.
___	___	6.	Use stock sizes for toilet stalls and mirrors. Check uniform finish on accessories, i.e. – “satin finish”, “dull-chrome”, “polished”.
___	___	7.	Indicate fire extinguisher and cabinet locations.
___	___	8.	Check ADA requirements, e.g. grab-bars, toilet compartments, etc.

DIVISION 11 – EQUIPMENT

Initial	Date		
___	___	1.	Check N.I.C. equipment noted on drawings with specifications. Verify utility needs for Owner furnished N.I.C. equipment.
___	___	2.	Check range hoods for lateral bracing, filters, frames and grease gutters. Check codes for exhaust shaft construction. Check M & E for lights and fans.
___	___	3.	Provide protective covering over plaster where ranges abut walls.
___	___	4.	Provide solid blocking for curtain track.
___	___	5.	Dot-in “Separate Contract” work.
___	___	6.	Check equipment for conflict with ductwork, piping, lighting and structural. Check safety requirements.
___	___	7.	Provide bleacher guardrails as required by ADA, Industrial Safety, OSHA and codes.
___	___	8.	Check for required fire separation for kitchen areas.
___	___	9.	Check clearances for kitchen equipment.

COORDINATION PLAN

Initial	Date		
___	___	10.	Kitchen and restaurant: Check health and building code for floor, wall and ceiling finishes, screens, fans, extinguishers, toilet room separation, lavatories in kitchen, grease trap and floor sink. Check slab recess and insulation at walk-in refrigerators.

DIVISION 12 – FURNISHINGS

Initial	Date		
___	___	1.	Check codes for required aisle widths in assembly areas.
___	___	2.	Verify required flame spread ratings for all furnishings.

DIVISION 13 – SPECIAL CONSTRUCTION

DIVISION 14 – CONVEYOR SYSTEMS

DIVISIONS 21 - FIRE SUPPRESSION, 22 - PLUMBING, 23 - HVAC, 24 - INTEGRATED AUTOMATION

Initial	Date		
___	___	1.	“Rough-in” for N.I.C. and future equipment.
___	___	2.	Check fixture setting heights, ADA requirements. Provide backing and support for all fixtures.
___	___	3.	Check combustion and fresh air louvers for size and location. Show BTU capacity of heaters and boilers on drawings.
___	___	4.	Check transfer duct sizes and locations, proper insulation and isolation of toilet room noise. Coordinate with Architect.
___	___	5.	Check mechanical equipment and piping for clearance with architectural and structural.
___	___	6.	Check sink sizes with cabinet details.
___	___	7.	Check if any installation is connected to the domestic water supply whereby the plan, arrangement, connection, maintenance or installation is such as to make possible the contamination or pollution of the water supply.
___	___	8.	Notify architect about need and sizes of roof hatches or removable louvers for equipment removal. Check sound and vibration isolation. Check sprinkler riser and line locations.
___	___	9.	Check sprinkler, smoke and fire damper locations. Verify types of sprinkler heads and dampers.
___	___	10.	Check that exterior equipment, ductwork and motors are specified “watertight”.

COORDINATION PLAN

Initial	Date		
___	___	11.	Provide lateral bracing and support for tanks and suspended heaters.
___	___	12.	Check ductwork for clearances with architectural, structural, electrical, sprinklers and equipment.
___	___	13.	Provide access panels to fusible links and strip heaters at ductwork.
___	___	14.	Check locations of exterior and interior hose bibbs and need for anti-freeze type.
___	___	15.	Check dielectric couplings for dissimilar metal pipes.
___	___	16.	Provide at least one hose bibb and floor drain in each locker and gang toilet area.
___	___	17.	Provide sound insulation in ductwork around toilets and as required.
___	___	18.	Check hangers and supports for equipment with structural, clearly indicating size of members, bolts, etc.
___	___	19.	Check architectural for required fixtures, drains and downspouts. Coordinate locations.
___	___	20.	Check headroom at ducts, pipes and furring.
___	___	21.	Provide mechanical ventilation of toilet rooms despite window ventilation.
___	___	22.	Check architectural for hose cabinet locations. Verify extent of each group occupancy on plan. Check locations of wet and dry standpipes and of fire gongs with architectural.
___	___	23.	Define on drawings extent of heating, ventilating and air conditioning zones.
___	___	24.	Notify architect of furring required for mechanical items.
___	___	25.	Provide garbage can wash for major kitchens. Verify if can wash should be under roofed area if located on exterior. (Storm water not allowed in sanitary sewer).
___	___	26.	Check storm drainage for Code required hook-up of roof drains. Check locations.
___	___	27.	Check architectural for hook-up and rough-in for items in separate contracts.
___	___	28.	Notify structural of concrete pads and openings required for mechanical and electrical equipment.
___	___	29.	Notify electrical consultant of mechanical equipment and motors requiring electrical service.

COORDINATION PLAN

Initial	Date		
___	___	30.	Check installation requirements of gas, water and sewer hook-ups, meters and service.
___	___	31.	Provide pressure relief valve for each hot water heater.
___	___	32.	Clarify extent of chrome plating on exposed piping. Check specifications.
___	___	33.	NOTE: Do not use copper tubing for down-spouts in furred ceiling areas, unless wrapping is provided to eliminate condensation.
___	___	34.	Verify relationship of underground piping to footings, grade beams and piling.
___	___	35.	Provide floor drain adjacent to banks of wall hung urinals and adjacent to toilet stalls in women's toilets.
___	___	36.	Provide access panels to plumbing valves.
___	___	37.	Verify stack heights, sizes and clearances from other materials.
___	___	38.	Check that fan rooms have been located on outside walls with direct fresh air intake.
___	___	39.	Check that crawl spaces and elevator shafts have been ventilated.
___	___	40.	Check thermostat locations and heights relative to fixtures and built-ins.
___	___	41.	Check that shafts and other openings have been provided and properly located on the structural drawings.
___	___	42.	Show typical detail for location and height of thermostats. Review with architect.
___	___	43.	Provide instructions for water treatment required for boilers and provide requirements for the start-up and use of boilers during construction.
___	___	44.	Verify selected water chilling unit will fit outside, allowing room for maintenance and service, tube-pulling and clearance from electrical and other items.
___	___	45.	Note on drains minimum clearance to overhead pipes and ductwork above drives.
___	___	46.	Provide hose bibbs in chiller and fan rooms.
___	___	47.	Check drains for planter areas.
___	___	48.	Check reflected ceiling plans for relationship of ceiling grilles and access panels to lighting fixtures.
___	___	49.	Provide water and drain for vending machines.

COORDINATION PLAN

Initial	Date		
___	___	50.	Check that “grease ductwork” from range hood is welded. Check codes for required fire protection.
___	___	51.	Check sleeve locations for fire sprinkler lines. (Located in middle 3rd of beams and as approved by structural engineer).
___	___	52.	Provide adequate clearances around fan room equipment for servicing . NOTE: 15” minimum on exterior sides of units for access to bearings, etc. 10” minimum on other side for access to belt-guards, pipe connections, etc.
___	___	53.	Verify sound attenuation requirements for ductwork.
___	___	54.	Check clearances with structural, ducts piping and electrical fixtures.
___	___	55.	Verify code requirements for exhaust ducts and fans at kitchen range hoods.
___	___	56.	Check that thermostats are appropriately placed.
___	___	57.	Check that required condensate lines and floor sinks have been provided.
___	___	58.	Provide mechanical supply and exhaust to telephone equipment rooms, machine and switchgear rooms.
___	___	60.	Verify water flow test data is current.

DIVISIONS 26 – ELECTRICAL, 27 - COMMUNICATIONS, 28 - ELECTRONIC SAFETY AND SECURITY

Initial	Date		
___	___	1.	Check “rough-in” for N. I. C. items.
___	___	2.	Check switch locations at door swings.
___	___	3.	Check fixtures for furring depth, clearances at doors, rated recessed housings, interference with above-ceiling obstructions such as mechanical.
___	___	4.	Check electrical needs of fixtures for usage, design, size and setting heights.
___	___	5.	Check conduit at metal decking. Do not run in rigid insulation.
___	___	6.	Check wall thicknesses and furring for panels, outlet boxes, conduit, etc.
___	___	7.	Verify outlet and switch locations relative to mirrors, bulletin boards, whiteboards and counter top splashbacks.
___	___	8.	Check required single-phase and 3 phase power and location of service to property.

COORDINATION PLAN

Initial	Date		
___	___	9.	Indicate electrical, data, signal and telephone panels on architectural, plumbing , fire protection and mechanical plans.
___	___	10.	Check light pattern in arcades and covered walks for conflict with other elements.
___	___	11.	Check telephone, data and TV outlets with Owner.
___	___	12.	Check fire alarm and FHC with architectural.
___	___	13.	In exposed construction, check fixture locations with architectural and structural.
___	___	14.	Check lighted exit sign locations.
___	___	15.	Check code required emergency lighting.
___	___	16.	Check electrical runs and outlets with movable and glazed partitions, furniture layouts, base heights and partition depth.
___	___	17.	Verify electrical load requirements including that of N.I.C. equipment.
___	___	18.	Provide weatherproof housing for motors exposed to the elements. Check specs.
___	___	19.	Verify and define if service during construction is Contractor or Owner expense.
___	___	20.	Specify “weathertight and waterproof” outdoor wiring and connections.
___	___	21.	Check electrical hook-up for mechanical equipment, line voltage, low voltage and controls.
___	___	22.	Verify conduit sizes accommodate wiring and conform to electrical codes.
___	___	23.	Check flexible couplings at seismic joint.
___	___	24.	Check that fixtures are independently supported in suspended ceiling.
___	___	25.	Provide means for relamping/servicing all fixtures, particularly those 12’ or more above floor.
___	___	26.	Check location and types of exit signs to be used, e.g. recessed, pendant, single or double-faced and directional arrows.
___	___	27.	Check exterior lighting for compatibility of color and proper location of fixtures.
___	___	28.	Check reflected ceiling plans for proper relationship of lighting fixtures to air conditioning grilles.

COORDINATION PLAN

Initial	Date		
___	___	29.	Check if smoke detection system has been reviewed for Code requirements.
___	___	30.	Where telephone service is installed in ceiling areas, check with Northwest IT for their requirements.
___	___	31.	In kitchen areas, run service conduits above ceiling or below floor rather than in structural slabs.
___	___	32.	Check door schedules for doors requiring security switches.
___	___	33.	Check that electrical outlet boxes have not been located back-to-back in sound retardant partitions.
___	___	34.	Where heavy decorative fixtures are used, check for proper anchorage and support.
___	___	35.	Indicated lights that are to be on night-light security system.
___	___	36.	Verify Northwest IT space requirements for phone and data equipment.
___	___	37.	Provide power for automatic landscape irrigation controls, if system is provided.
___	___	38.	Verify that surface fixtures do not interfere with full height doors.
___	___	39.	Verify that A/C and plumbing lines do not enter power company transformer vault.
___	___	40.	Verify that panel boards are not on or in fire-rated partitions.
___	___	41.	Provide power for building signs, site signs and other special equipment.
___	___	42.	Verify clearances and access to transformer pads and vaults.
___	___	43.	Verify that no equipment is located in the elevator machine room other than that required specifically for its own operation.
___	___	44.	Verify maximum allowable conduit size permitted in slabs by structural.
___	___	45.	Check required ventilation to be provided in electrical transformer rooms.
___	___	46.	Indicate sound system to comply with Owners specifications.
___	___	47.	Verify whether time clocks are to be 24 hour or 7 day. Verify their control of lights and equipment.
___	___	48.	Verify that site plan and summary of load has been sent to the local electrical company for approval, as applicable.
___	___	49.	Verify data needed for vending machines.