

**WAKE COUNTY FACILITIES DESIGN & CONSTRUCTION
SCHEMATIC DESIGN SUBMITTAL CHECK LIST**

ITEM	COMPL	INCOMPL.	N/A	REMARKS
I. Narrative Information				
A. <u>Total Project Cost Estimate</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. <u>Listing of all Governmental/Regulatory Approvals; Permits and Fees</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. <u>Narrative Submittals</u>				
1. Description of key design factors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Basic Code Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Description of proposed engineering systems - Structural - Plumbing/Mechanical/ Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Description of proposed architectural materials and finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Energy Consumption Summary (complete forms- County Energy Guidelines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II. Drawings				
A. <u>Cover</u>				
1. Project Identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Designer register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Drawing index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. <u>Site Plan</u>				
1. Bldg orientation to site and north	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Plan scale and North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Property boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Project limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Existing major structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Existing roads, parking, sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Existing landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. <u>Architectural Plans</u>				
1. Orientation and Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Line drawing entire layout of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Identification of all spaces & core areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Door Swings and Window Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Stairs and Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Court Areas/Play Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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8. PME spaces and chases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Janitor closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Service yards – loading dock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. <u>Elevations</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. <u>Building Cross Sections</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. <u>Typical Exterior Wall Section</u> (noting insulation value of bldg envelope)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. <u>Perspective Drawings</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. <u>Furniture, furnishings & equipment</u>				
1. Preliminary summary listing of required FF+E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. <u>Structural Drawings</u>				
1. Scale and Legends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Foundation Layout – note type system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Basic dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Floor elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Basic Structural Framing System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. <u>Plumbing</u>				
1. Scale and Legends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Line Drawing – Basic water/waste routing and service entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Equipment and fixture locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K. <u>Mechanical</u>				
1. Scale and Legends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Single line drawing of all major mechanical equipment, spaces and chases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Basic duct and pipe routing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Equipment/fixture schedule – provide cut sheets of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L. <u>Electrical</u>				
1. Scale and Legends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Line drawing noting basic electrical distribution and service entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Switchboards and panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Control center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Transformers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Emergency generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Fixture schedule and fixture cut sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	