



FACILITIES DIVISION

ACCS FORM 7-B

SCHEMATIC DESIGN REVIEW MEETING CHECKLIST

PROJECT NAME:			
ACCS PROJECT #		DATE:	MEETING TIME:
MEETING LOCATION:			

NA 1. GENERAL

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| A. | Use of ACCS Transmittal Form (ACCS Form 4-A) on electronic submittals to ACCS and the College |
| 1. | Submittals should happen before the "Page Flip" so there is sufficient time to review |
| B. | Drawings illustrate the general scope, layout and character of the project |
| C. | Only ACCS Regional Director is authorized to provide approval (email) for submittals after the review between the Regional Director, Design Professional, and College |
| D. | Design Professional issues a Construction Industry Notice after Schematic Design approval |
| 1. | Contractor list: Minimum 15 properly licensed State of Alabama Contractors |
| 2. | List must be approved by ACCS and Owner's Designated Representative |
| E. | Architect shall provide preliminary evaluation of the Owner's Project Plan and Program, if available, Project schedule, Project site, Budgeted Cost of the Work, and available surveys, tests and reports to ascertain that each is consistent and comparable with others and the requirements of the Project |
| F. | If Architect detects any inconsistencies or incompatibilities among the documents and information, the Architect shall promptly recommend reasonable adjustments |
| G. | For buildings built prior to 1990, tests and surveys to ascertain the presence of hazardous materials need to be completed so that an abatement specification can be provided in the bid documents. |
| H. | Reminder that all mechanical equipment will be accessible from all sides with a minimum three (3) feet clearance from any object or wall |
| I. | ACCS Workforce Specialist review |
| J. | For projects that require board approval, bid openings should not occur from the 25th of the month through the 10th of the following month |
| K. | Review Information Technology and FF&E needs for this project |
| L. | Review any potential Hardscape, Softscape and Landscape needs |

NA 2. MINIMUM DOCUMENT REQUIREMENTS

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| A. | Building Code Review Narrative identifying known Code obstacles and/or potential for any variance requests |
| B. | Preliminary Estimate of Probable Construction Cost and Project Schedule |
| C. | Primary Systems and Material Narrative Description |
| D. | Storm Shelter Requirements: If the facility is required by law to include a storm/tornado shelter, clearly illustrate the location and extent of the shelter in the enclosed Schematic Design documents |
| E. | Information Provided to ACCS Facilities Division |
| 1. | Notice of Upcoming Project |
| 2. | Schematic Design Drawings (Floor Plans and/or Site Plans) |
| 3. | Schematic Renderings |
| F. | Project File Folders updated in Schematic Design and Meeting Minutes |

ATTENDEE LIST	
NAME:	COMPANY:

APPROVALS	
BY: _____	DATE: _____
SIGNATURE OF ARCHITECTURAL/ENGINEERING FIRM	
BY: _____	DATE: _____
OWNER'S DESIGNATED REPRESENTATIVE	
BY: _____	DATE: _____
SIGNATURE OF REGIONAL FACILITIES DIRECTOR	
BY: _____	DATE: _____
SIGNATURE OF ACCS CHIEF FACILITIES OFFICER	