FACILITIES DIVISION

ACCS FORM 7-C

PRELIMINARY DESIGN REVIEW MEETING CHECKLIST

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

NA		
	1. GENERAL	
◯ ◯	**A.**	Use of ACCS Transmittal Form (**ACCS Form 4-A**)
◯ ◯	**B.**	Preliminary Plan Submittal documents shall be submitted for review and approval of the design intent of the project and shall be drawn at the scale intended for final documents
◯ ◯	**C.**	ACCS Facilities is authorized to provide approval (email) for submittals after the review between the Regional Director, Design Professional, and College
◯ ◯	**D.**	Construction Industry Notice Update
◯ ◯	**1.**	Provide Owner and College Designated Representative with report if interested contractors
◯ ◯	**2.**	Contractor List: add properly licensed State of Alabama Contractors to list as required to achieve maximum participation
◯ ◯	**3.**	Review and resubmit any changes to the date on the Notice of Upcoming Project so the ACCS Facilities Page Bid Calendar can be updated
◯ ◯	**E.**	Required Pre-Application Review with the local Authority Having Jurisdiction or Independent Code Consultant prior to submitting Preliminary Design documents
◯ ◯	**F.**	In the event significant revisions to the design are required by the College Designated Representative, it is recommended the Design Professional re-submit revised Preliminary Design documents for approval prior to proceeding
◯ ◯	**G.**	Only with the Owner's written approval of the Preliminary Plan Submittal shall the design professional proceed into the next phase of design.
◯ ◯	**H.**	All designed mechanical equipment is reviewed and accessible from all sides with a minimum three (3) feet clearance from any object or wall.
◯ ◯	**I.**	Reminder to College that all Furniture Fixtures and Equipment (FF&E) need to be itemized with a cost estimate prior to approving the Preliminary Design
◯ ◯	**J.**	ACCS Workforce Specialist review (if applicable)
◯ ◯	**K.**	For projects that require board approval, bid openings should not occur from the 25th of the month through the 10th of the following month
◯ ◯	**L.**	Long lead time HVAC and Electrical items to be purchased by College
◯ ◯	**M.**	College directed changes to the design after preliminary submittal needs to be a request from the College President to ACCS Facilities for approval
◯ ◯	**N.**	Discuss Prequalification Requirements for this project
◯ ◯	**O.**	Any Supplementary Conditions in the Contract Documents will need ACCS Facilities & Legal review and approval
◯ ◯	**P.**	Review required Insurance Coverages and Builders Risk
◯ ◯	**Q.**	ACCS Chief Managed Services Officer review or designated IT representative (if applicable)
◯ ◯	**R.**	Review that the selection of exterior elements aesthetically go with the campus
◯ ◯	**S.**	Discuss the finish schedules of flooring, walls, ceilings and light fixtures
◯ ◯	**T.**	Discuss the placement of mechanical equipment and mechanical yards
◯ ◯	**U.**	Review plumbing and drainage requirements for Emergency Eye Wash Stations and Showers
◯ ◯	**V.**	Reminder that the most recent ACCS Forms will be used in the Project Manual and Contract Documents

NA	2. MINIMUM DOCUMENT REQUIREMENTS
○ ○	**A.** Written Correspondence addressing each comment to the Schematic Submittal Comment Letter, if any
○ ○	**B.** Updated Building Code Review with listing of interpretation of variance requests, if any
○ ○	**C.** Storm Shelter Requirements: For projects with a Storm Shelter, include the Architectural, Structural, Mechanical, Plumbing, and Electrical drawings, with a clear definition of the location, extent, and engineering systems requirements/features of the shelter design
○ ○	**D.** Provide any special information related to sub-surface conditions, unusual drainage, utility constraints, or similar conditions that may affect the project design
○ ○	**E.** Civil Engineering Plans
○ ○	**1.** Civil Engineering Plan(s) should accurately illustrate property limits, easements and setbacks, location of existing structures, scope of grading work required, overall dimensions, adjoining streets, north arrow and graphic scale, proposed floor elevations, intended location of future expansions or structures, hardscape with accessible route identified and slopes/cross-slopes noted, location and critical elevations of site utilities, existing and/or proposed fire hydrants and fire service lines and devices and fire apparatus roads, benchmarks, parking facilities and accessible parking, trees, and other natural obstructions relevant to the scope of the project
○ ○	**2.** Civil Plans must illustrate the extent of flood plains if applicable to the project site - It is recommended the Engineer contact the Alabama Department of Economics and Community Affairs, Office of Water Resources for site approval prior to issuance of Final Construction Documents
○ ○	**F.** Fire Protection/Life Safety Plan(s)
○ ○	**1.** Illustrate each space within the building noted with room number and square footage, Type of Construction, Occupancy Classifications, fire rated walls, occupancy separation walls, tenant separation walls, horizontal exits, actual and allowable building height (stories and feet) and area, required occupancy separation (hours), and ratings and markings of fire protected openings. Life safety plan(s) shall also include actual and required plumbing fixture calculations, location and direction of exit signs, location of fire extinguishers, and areas of refuge
○ ○	**2.** For projects that are additions to existing buildings, include the condition and extent of the existing buildings fire protection/life safety features, area and type of construction of the existing building, location of existing fire walls and exits, and the location and quantity of existing toilet facilities
○ ○	**3.** For projects that are in close proximity to an existing building, include the condition and extent of the existing buildings fire protection/life safety features, area and type of construction of the existing building, location of existing fire walls and exits, and the location of assumed property lines (dimensioned) between the new and existing buildings. Also provide, for the existing and proposed building, the fire resistance rating of the existing facing exterior wall and whether load-bearing or not, the percentage of openings in the facing wall, and whether rated or not
○ ○	**4.** For projects requiring a Storm Shelter, provide occupant load calculations
○ ○	**G.** Floor Plan(s) illustrating all the spaces with titles and area, corridors, stairs, elevators, doors and windows, plumbing fixtures, built-in equipment, movable equipment where critical to the efficient function of the space, adjacent existing and future work, and orientation
○ ○	**H.** Roof Plan(s) illustrating all roof surfaces, slopes, primary and secondary drainage, roof access, major roof penetrations, major roof-top equipment, and required barriers/guardrails
○ ○	**I.** Building Elevations illustrating all exterior facades indicating materials, fenestration, canopies, cupolas, and similar Architectural features, signage, roof drainage assemblies as visible, and line of foundation below grade
○ ○	**J.** Typical Wall Section(s) illustrating the dimensions and materials composing the various exterior wall conditions. It is not required that every unique wall section be provided, but a quantity of wall sections sufficient to illustrate the range of exterior conditions is required
○ ○	**K.** Structural Engineering Plans illustrating the configuration of framing, foundation systems, load bearing walls and structural columns, lateral systems, floor and roof systems assemblies and required floor load capacities
○ ○	**L.** Mechanical Engineering Plans illustrating partially complete equipment schedules, HVAC, piping, and controls legends, sample outside air ventilation calculations, details of proposed HVAC and piping systems, scope of mechanical demolition work, layout of main ducts and primary piping lines, typical mechanical room layouts with equipment accurately located and sized, exterior ground or rooftop mounted equipment, provisions for storm shelters, preliminary flow and control diagrams

NA		
	2.	**MINIMUM DOCUMENT REQUIREMENTS** (CONTINUED)
○ ○	M.	Plumbing Plans illustrating partially completed fixture and equipment schedules, scope of demolition, location of fixtures and main water and waste piping, location of water service and waste discharge
○ ○	N.	Fire Protection Plans illustrating fire protection service to the building, sprinkler and standpipe details, and notation that the sprinkler Contractor shall be permitted through the State of Alabama Fire Marshal's office
○ ○	O.	**Electrical Plans illustrating preliminary fixture schedule and legend, electrical site plan (with proposed exterior primary and secondary feeders, transformers, generators, exterior devices and equipment), demolition of existing electrical work, proposed layout of lighting, receptacles, control devices, panelboards, and similar systems, and preliminary panelboard schedules and riser diagrams**
○ ○	P.	**Project File Folders updated in Preliminary Design and Meeting Minutes, AHJ Design Reviews, Bid Advertisement, and FF&E Design**
	Q.	Provide elevations for the entire building with the following statement marked, enlarged, and bolded on all elevation design drawings: Exposed conduit, piping, ductwork, equpment, and wall penetrations visible from all building design elevations shall be concealed within the building envelope or screened as an integral architectural feature of the project design. All exceptions to this standard require documented ACCS written approval.
NA		
	3.	**ATTACHMENTS TO THIS PRELIMINARY DESIGN REVIEW CHECKLIST**
○ ○	A.	College-provided itemized list of all Furniture Fixtures and Equipment (FF&E) with cost estimates
○ ○	B.	Pre-Application project review with local Authority Having Jurisdiction (Code Official and Fire Official) or assigned Independent Code Consultant
○ ○	C.	Updated Estimate of Probable Construction Cost
○ ○	D.	Updated Project Schedule
○ ○	E.	List of Contractors contacted about this upcoming project
○ ○	F.	Completed Checklist at the end of the ACCS Instructions to Architects and Engineers
NA		
	4.	**PRELIMINARY DESIGN EDITS AND CHANGES** (IF ANY)
○ ○	A.	Schedule the Preliminary Design Follow Up Page Flip to review the following edits and changes:
○ ○	1.	
○ ○	2.	
○ ○	3.	
○ ○	4.	
○ ○	5.	

ATTENDEE LIST		ATTENDEE LIST	
NAME:	**COMPANY:**	**NAME:**	**COMPANY:**

APPROVALS

BY: _____ **DATE:** _____ SIGNATURE OF ARCHITECHTURAL/ENGINEERING FIRM	**BY:** _____ **DATE:** _____ IT REPRESENTATIVE (if applicable)
BY: _____ **DATE:** _____ COLLEGE DESIGNATED REPRESENTATIVE	**BY:** _____ **DATE:** _____ SIGNATURE OF REGIONAL FACILITIES DIRECTOR
BY: _____ **DATE:** _____ WORKFORCE REPRESENTATIVE (if applicable)	**BY:** _____ **DATE:** _____ SIGNATURE OF ACCS CHIEF FACILITIES OFFICER