

# A/E REVIEW CHECKLIST

## ARCHITECTURAL

**Reviewers should** - Use Checklists when reviewing any type of VA construction project for the following disciplines:

- Architectural,
- Boiler Safety Devices – Operation Checklist,
- Electrical,
- Heating, Ventilating, and Air Conditioning (HVAC),
- Incineration,
- Plumbing, Fire Protection, and Sanitary,
- Site and Landscape,
- Steam Distribution,
- Steam Generation, and
- Structural.

**Reviewers should** - Insure that A/E Submission Instructions (PG-18-15) for Schematic, Design Development, and Construction Documents are followed for the various types of VA construction projects.

**Reviewers should** - Insure that every VA construction project is in compliance with all life safety issues.

**Reviewers should** - Be aware that these checklists are not all-inclusive but only provide minimum review items.

## A/E CHECKLIST

**TITLE** \_\_\_\_\_ **PROJECT NO.** \_\_\_\_\_  
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**REVIEWED BY** \_\_\_\_\_  
**ORGANIZATION** \_\_\_\_\_

<b>GENERAL INFORMATION FOR REVIEWERS</b>
<b>ARCHITECTURAL REVIEW</b>

The reviewer should be thoroughly familiar with the following VA standards before conducting a design review. These are available on the CFM Internet Web site: <http://www.cfm.va.gov/til/>

<b>1.</b>	<b>MASTER CONSTRUCTION SPECIFICATIONS (PG-18-1)</b>
<b>2.</b>	<b>DESIGN AND CONSTRUCTION PROCEDURES (PG-18-3)</b> (Policies defining the minimum level of excellence in the design of VA facilities)
<b>3.</b>	<b>STANDARD DETAILS (PG-18-4) AND CAD STANDARDS</b>
<b>4.</b>	<b>EQUIPMENT GUIDE LIST (PG-18-5)</b>
<b>5.</b>	<b>SPACE PLANNING CRITERIA (PG-18-9)</b>
<b>6.</b>	<b>DESIGN MANUALS (PG-18-10)</b>
<b>7.</b>	<b>DESIGN GUIDES (PG-18-12)</b> (Graphic information on specific programs in the design development of VA facilities)
<b>8.</b>	<b>BARRIER FREE DESIGN GUIDE (PG-18-13)</b>
<b>9.</b>	<b>ROOM FINISHES, DOOR AND HARDWARE SCHEDULES (PG-18-14)</b>
<b>10.</b>	<b>MINIMUM REQUIREMENTS FOR A/E SUBMISSIONS (PG-18-15)</b>
<b>11.</b>	<b>ENVIRONMENTAL PLANNING GUIDANCE (PG-18-17)</b>
<b>12.</b>	<b>CULTURAL RESOURCE MANAGEMENT DIRECTIVE (D-7545)</b>
<b>13.</b>	<b>CULTURAL RESOURCE MANAGEMENT PROCEDURES (H-7545)</b>
<b>14.</b>	<b>A/E QUALITY ALERTS</b> (These alerts are issued to guard against common and repeat design errors)
<b>15.</b>	<b>DESIGN ALERTS</b> (These alerts are issued on a regular basis for design and construction related issues)
<b>16.</b>	<b>TECHNICAL SUMMARIES</b> (The summaries of HVAC design requirements for special and critical areas)

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### LIFE SAFETY ISSUES

#### ARCHITECTURAL REVIEW

NO.	LS ITEM	COMMENTS/ YES/NO/NA
1	The design of all fire safety features in new construction and renovation at VA facilities shall comply with the latest edition (the edition in effect at the bid date) of the National Fire codes (a compilation of National Fire Protection Association Codes, Standards, Recommended Practices, and Manuals). Fire protection features not included in the National Fire Codes shall be designed in accordance with the requirements of the latest edition of the Uniform Building Code (International Conference of Building Officials).	
2	For existing buildings, the Fire Protection Engineering consultant may propose equivalent fire safety protection. The consultant shall document equivalency requests with sufficient rationale in the fire protection report for the project. VA's Authority Having Jurisdiction shall approve all equivalency requests prior to the equivalent method being incorporated into the design.	
3	Every project should have a comprehensive fire protection design plan which includes protection throughout the building by an approved automatic sprinkler system. A fire protection report, including fire protection drawings that are developed during the design development stage of the project, shall support the fire protection plan. The fire protection report shall include related design considerations and criteria that have been coordinated among all the affected disciplines, and shall serve as the basis for the design, construction, and future operation of the building.	

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### SCHEMATIC 1

#### ARCHITECTURAL REVIEW

NO.	S1 ITEM	COMMENTS/ YES/NO/NA
1	Compliance with A/E Submission Instructions (PG-18-15)	
2	Architectural narrative - Explain alternative designs and their proposed exterior materials	
3	Schematic block plans showing:	
	a. All floors (new and renovated)	
	b. Penthouse	
	c. Roof plan	
	d. Pipe basement	
	e. Key plan, title block, north arrow, and scale on each floor plan	
	f. Temporary index of drawings	
4	Exterior dimensions/total building gross area:	
	a. Circulation	
	b. Mechanical areas	
	c. Electrical Areas	
	d. Exterior walls	
5	Size and shape of all departmental functions and services:	
	a. Label each service or activity	
	b. Indicate boundaries	
	c. Show activity code number	
6	Location of:	
	a. Entrances to buildings	
	b. Main entry point to each functional block	
	c. Mechanical spaces	
	d. Expansion joints	
	e. Structural grid	
	f. Special seismic structural features	
7	Finish floor elevations	
8	Finish grades at corners, entrances, exits, platforms, and ramps	
9	Schematic section of building	
10	Lead abatement	
11	Compliance with VA NCS Application Guide and applicable NCS modules.	

NO.	S1 ITEM	COMMENTS/ YES/NO/NA
12	Compliance with applicable requirements of any Record of Decision or Finding of No Significant Impact under NEPA, and/or any commitment or agreement under Section 106 of NHPA.	

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### SCHEMATIC 2

#### ARCHITECTURAL REVIEW

NO.	S2 ITEM	COMMENTS/ YES/NO/NA
1	Compliance with A/E Submission Instructions (PG-18-15)	
2	Narrative for building construction, fire and smoke separation, fire sprinkler/standpipe systems, pump sizes, water supply available/maximum demand, water flow testing results, fire alarm systems, and kitchen extinguishing systems.	
3	Floor Plans/Drawings;	
	a. All floors (new and renovated)	
	b. Penthouse	
	c. Roof plan	
	d. Pipe basement	
4	Location of:	
	a. Rooms with room names and numbers	
	b. Doors	
	c. Corridors	
	d. Basic column/grid sizes	
	e. Expansion and seismic joints	
	f. Electrical closets	
	g. Equipment rooms	
	h. Signal and telephone closets	
	i. Mechanical shafts and space	
	j. Stairs	
	k. Ramps	
	l. Elevators	
	m. Automatic conveyances	
	n. Trash and linen chutes	
	o. Fire and smoke rated partitions	
5	Program net area/designated net area	
6	Exterior dimensions/total building gross area	
7	Each integral or fragmented service outlined with name and code	

NO.	S2 ITEM	COMMENTS/ YES/NO/NA
8	Layout of critical areas (1:50 - 1/4 in.) showing:	
	a. Minimum clearances around patient beds	
	b. Correct bed sizes	
	c. Dimensions of patient wardrobes in mental health units	
	d. Accessible toilet and bedrooms	
	e. All accessible Bathroom & Bathing room floors slope to the shower drain or room drain	
9	Exterior building elevations:	
	a. Significant materials including colors	
	b. Massing	
	c. Fenestrations	
	d. Relationship to adjacent structures	
	e. Finish grades	
	f. Floor-to-floor heights	
	g. Floor elevations	
	h. Exterior materials	
	i. Canopies at entrances and loading docks (minimum clearances)	
	j. Materials and elements (if any) identified for preservation, rehabilitation or restoration; see item 13	
10	Building section	
11	Coordinate all drawings with other technical disciplines	
12	Compliance with VA NCS Application Guide and applicable NCS modules.	
13	Compliance with applicable requirements of any Record of Decision or Finding of No Significant Impact under NEPA, and/or any commitment or agreement under Section 106 of NHPA.	

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### Design Development 1 (DD1)

#### ARCHITECTURAL REVIEW

NO.	DD1 ITEM	COMMENTS/ YES/NO/NA
1	Compliance with A/E Submission Instructions (PG-18-15)	
2	Incorporate all of the revisions required from S2 Review	
3	Floor Plans/Drawings;	
	a. All floors (new and renovated)	
	b. Penthouse	
	c. Roof plan (mechanical equipment and architectural screens)	
	d. Pipe basement (emergency exit, ventilation, and stairs)	
	e. Pipe tunnel	
	f. Equipment floor plans 1:50 (1/4 inch) scale	
	g. Fire Protection plan	
	(1) Room names and numbers	
	(2) Door locations and swings	
	(3) Smoke and fire rated partitions	
4	Location of:	
	a. Rooms with room names and numbers	
	b. Doors and door swings	
	c. Corridors	
	d. Basic column/grid sizes	
	e. Expansion and seismic joints	
	f. Electrical closets	
	g. Signal and telephone closets	
	h. Equipment rooms	
	i. Mechanical shafts and space	
	j. Plumbing fixtures	
	k. Stairs	
	l. Ramps	
	m. Elevators	
	n. Automatic conveyances	
	o. Trash and linen chutes	



NO.	DD1 ITEM	COMMENTS/ YES/NO/NA
	p. Interior features (e.g. stair rails, light fixtures, decorative elements) thought to be historically or architecturally significant and to be preserved.	
	q. Interior features (e.g. stair rails, light fixtures, decorative elements) thought to be historically or architecturally significant and to be replaced or modified.	
	r. Fire and smoke rated partitions	
	s. Fire extinguisher cabinets	
	t. Bathroom & Bathing room floor drains with floors sloped to drain	
5	Wall thickness and chase walls	
6	Handrail locations and dimensions (where required)	
7	Program net area/designated net area	
8	Exterior building elevations:	
	a. Significant materials including colors	
	b. Massing	
	c. Fenestrations	
	d. Relationship to adjacent structures	
	e. Finish grades	
	f. Floor-to-floor heights	
	g. Floor elevations	
	h. Canopies at entrances and loading docks (minimum clearances)	
	i. Materials and elements (if any) identified for preservation, rehabilitation or restoration; see item 15	
	j. Future expansion	
9	Building sections (same scale as floor plans):	
	a. Finish floor elevations	
	b. Relationship of finish ground floor to finish grade at major entrances	
	c. Floor elevation alignment if building abuts existing structure	
10	Wall sections showing construction, building materials and systems, and proposed sill and head heights of openings	
11	Finish schedule	
12	Specification Section 09050 for materials and products for interior design	
13	Coordinate all drawings with other technical disciplines	
14	Compliance with VA NCS Application Guide and applicable NCS modules.	
15	Compliance with applicable requirements of any Record of Decision or Finding of No Significant Impact under NEPA, and/or any commitment or agreement under Section 106 of NHPA.	
16	Slip resistance of flooring material in Bathroom & Bathing rooms is a minimum of 0.7.	

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### Design Development 2 (DD2)

### ARCHITECTURAL REVIEW

NO.	DD2 ITEM	COMMENTS/ YES/NO/NA
1	Compliance with A/E Submission Instructions (PG-18-15)	
2	Incorporate all of the revisions required from DD1 Review	
3	Floor Plans/Drawings;	
	a. All floors (new and renovated)	
	b. Penthouse	
	c. Roof plan (mechanical equipment and architectural screens)	
	d. Pipe basement (emergency exit, ventilation, and stairs)	
	e. Pipe tunnel	
	f. Ceiling plan	
	(1) Ceiling mounted equipment	
	(2) Lighting fixtures	
	(3) Air diffusers	
	(4) Registers	
	(5) Tracks	
	(6) Room names and numbers	
	g. Fire Protection plan add:	
	(1) Main fire alarm panel	
	(2) Fire extinguisher cabinets	
	(3) Areas not protected by automatic sprinklers	
	h. Equipment floor plans 1:50 (1/4 inch) scale coordinated with VA Equipment Guide List	
4	Location of:	
	a. Rooms with room names and numbers	
	b. Doors and door swings	
	c. Corridors with dimensions	
	d. Column grid lines/grid sizes	
	e. Expansion and seismic joints	
	f. Electrical closets	
	g. Signal and telephone closets	
	h. Equipment rooms	
	i. Mechanical shafts and space	

NO.	DD2 ITEM	COMMENTS/ YES/NO/NA
	j. Plumbing fixtures	
	k. Fixed equipment	
	l. Stairs with dimensions	
	m. Ramps	
	n. Elevators	
	o. Automatic conveyances	
	p. Trash and linen chutes	
	q. Fire and smoke rated partitions	
	r. Lead-lined and radio-frequency shielded partitions	
	s. Fire extinguisher cabinets	
	t. Water coolers	
	u. Floor drains and pitch (all accessible Bathroom & Bathing room floors slope to drain)	
	v. wheelchair accessible facilities	
5	Wall thickness and chase walls	
6	Handrail locations and dimensions (where required)	
7	Program net area/designated net area	
8	Exterior building elevations:	
	a. Significant materials including colors	
	b. Massing	
	c. Fenestrations	
	d. Relationship to adjacent structures	
	e. Finish grades	
	f. Floor-to-floor heights	
	g. Floor elevations	
	h. Expansion and control joints	
	i. Roof top equipment and architectural screens	
	j. Areaways and below grade openings	
	k. Downspouts and gutters	
	l. Canopies at entrances and loading docks (minimum clearances)	
	m. Future expansion	
	n. Materials and elements (if any) identified for preservation, rehabilitation or restoration	
9	Building sections (same scale as floor plans):	
	a. Finish floor elevations	
	b. Relationship of finish ground floor to finish grade at major entrances	
	c. Floor elevation alignment if building abuts existing structure	
	d. Floor-to-floor heights	
	e. Pipe basements and roof mechanical equipment	
	f. Section through elevator shaft	
	g. Section through stairways	

NO.	DD2 ITEM	COMMENTS/ YES/NO/NA
10	Wall sections showing construction, building materials and systems, and proposed sill and head heights of openings	
11	Finish schedule with Specification Section 09050 edited and complete	
12	Specification Section 09050 for materials and products for interior design	
13	Sample specifications sections edited in pencil	
14	Equipment Activation List	
15	Coordinate all drawings with other technical disciplines	
16	Compliance with VA NCS Application Guide and applicable NCS modules.	
17	Compliance with applicable requirements of any Record of Decision or Finding of No Significant Impact under NEPA, and/or any commitment or agreement under Section 106 of NHPA.	

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### Construction Documents (CD1) ARCHITECTURAL REVIEW

NO.	CD1 ITEM	COMMENTS/ YES/NO/NA
1	Compliance with A/E Submission Instructions (PG-18-15)	
2	Incorporate all of the revisions required from DD2 Review	
3	Floor Plans/Drawings;	
	a. Room names and numbers	
	b. Interior dimensions	
	c. Exterior dimensions and match lines	
	d. Column grid lines	
	e. Expansion joints between new and existing	
	f. Floor drains and pitch (all accessible Bathroom & Bathing room floors slope to drain)	
	g. Corner guards, handrails, bumperguards, and grab bars	
	h. Water coolers (near waiting rooms and along corridors)	
	i. Air-lock vestibules at main entrance	
	j. Elevator lobbies (min 12" deep)	
	k. Ducts and utility shafts that pass through floors	
	l. Transformer rooms with curbs and no overhead pipes or ducts	
	m. Roof slope is minimum 1/4" per foot	
	n. Roof-top equipment with screens	
	o. Access doors to roof	
	p. Walkways on roof	
	q. Lightning protection	
	r. Door symbols	
	s. Lead-lines partitions and "universal floor T's"	
	t. Location and details of Dedication Plaque	
	u. Floor slab depressions identified and coordinated with structural drawings	
	v. Areaways with rails or gratings	
4	Demolition Plans with existing finish schedule and notes	
5	Reflected Ceiling Plan	
6	Equipment Plans with elevations and details	

NO.	CD1 ITEM	COMMENTS/ YES/NO/NA
7	Building sections, wall sections, and exterior elevations showing:	
	a. Finish floor elevations	
	b. All building systems	
	c. Materials	
	d. Future expansion	
8	Fire Protection Plan:	
	a. Details of stairwell sign	
	b. Door and window schedule with fire rating and fire rated glazing	
	c. Location of main annunciator panel	
	d. Height and configuration of storage racks and shelving	
	e. Exit calculations	
9	Graphics and Signage Plan	
10	Interior details, elevations, and sections	
11	Finish schedule	
12	Architectural specifications edited and marked in pencil	
13	Drafting symbols, abbreviations, general notes, and schedules	
14	Coordinate all drawings with other technical disciplines	
15	Compliance with VA NCS Application Guide and applicable NCS modules.	
16	Compliance with applicable requirements of any Record of Decision or Finding of No Significant Impact under NEPA, and/or any commitment or agreement under Section 106 of NHPA.	