

A/E REVIEW CHECKLIST

SITE & LANDSCAPE

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 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. _____
 LOCATION _____ DATE _____
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GENERAL INFORMATION FOR REVIEWERS	
SITE & LANDSCAPE REVIEWS	
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/	
1.	MASTER CONSTRUCTION SPECIFICATIONS (PG-18-1)
2.	DESIGN AND CONSTRUCTION PROCEDURES (formerly Construction Standards) (H-18-3) (Policies defining the minimum level of excellence in the design of VA facilities)
3.	STANDARD DETAILS (PG-18-4) AND CAD STANDARDS
4.	DESIGN MANUALS (PG-18-10)
5.	DESIGN GUIDES (PG-18-12) (Graphic information on specific programs in the design development of VA facilities)
6.	BARRIER FREE DESIGN GUIDE (PG-18-13)
7.	MINIMUM REQUIREMENTS FOR A/E SUBMISSIONS (PG-18-15)
8.	ENVIRONMENTAL PLANNING GUIDANCE (PG-18-17)
9.	CULTURAL RESOURCE MANAGEMENT DIRECTIVE (D-7545)
10.	CULTURAL RESOURCE MANAGEMENT PROCEDURES (H-7545)
11.	A/E QUALITY ALERTS (These alerts are issued to guard against common and repeat design errors)
12.	DESIGN ALERTS (These alerts are issued on a regular basis for design and construction related issues)

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TITLE _____ **PROJECT NO.** _____
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SCHEMATIC 1 SITE REVIEW

NO.	ITEM	COMMENTS/ YES/NO/NA
1	COMPLIANCE WITH A/E SUBMISSION INSTRUCTIONS (PG-18-15)	
2	ANALYSIS OF THE SITE (Narrative and graphic format) - Does analysis show relation to:	
	a. Adjacent facilities and surrounding community	
	b. Mass transit routes	
	c. Utilities (water, sewer, gas, telephone, electric, fire alarm)	
	d. On and off site restrictions	
	e. Zoning ordinances	
	f. Easements	
	g. Aircraft flight patterns	
	h. Fire access	
	i. Flood plains and wetlands	
	j. Soil conditions	
	k. Access roads and surrounding roadway improvements	
	l. Any historic, architectural, archaeological, and/or cultural aspects of the site and its surroundings identified in environmental or historic preservation studies, documents, or agreements	
	m. Accessibility for exiting structures	
	n. Hazardous waste data	
3	CIRCULATION STUDY - Do drawings show:	
	Ingress/egress by pedestrians, cars, trucks, emergency vehicles, and mass transit traffic	
4	PHASING ANALYSIS/PLAN - Do drawing show impacts of project construction on:	
	a. Hospital routine	
	b. Ingress/egress of pedestrian and traffic flows	
	c. Transportation and storage of construction material	
	d. Mitigation of air and noise pollution	
	e. Sequencing of new conflicts	
	f. Areas of future construction	

NO.	ITEM	COMMENTS/ YES/NO/NA
5	CONTACT WITH LOCAL AND OTHER JURISDICTIONS	
	a. Off-site roads	
	b. Off-site utilities	
	c. Design reflects any commitments made per the National Environmental Policy Act (NEPA) or agreements reached per Section 106 of the National Historic Preservation Act (NHPA).	
	d. Design reflects resolution of any identified local planning, historic preservation, neighborhood, traffic or community issues	
6	DEVELOPMENT CONCEPT - Do drawings show:	
	a. Proposed buildings and structures (coordinate with Architectural)	
	b. Equipment at grade (coordinate with other disciplines)	
	c. Site preparation	
	d. Demolition	
	e. Future expansion (coordinate with Architectural)	
	f. First floor elevations of proposed structures (coordinate with Architectural)	
	g. Critical spot elevations	
	h. Any structures, spaces, areas, or landscape elements identified for preservation or special treatment per NEPA or NHPA	
7	ACQUIRE TOPOGRAPHIC, UTILITY, AND LANDSCAPE SURVEY	
8	SOILS INVESTIGATION	
9	Compliance with VA National CAD Standard Application Guide and applicable National CAD Standard modules.	

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SCHEMATIC 2 SITE REVIEW

NO.	ITEM	COMMENTS/ YES/NO/NA
1	COMPLIANCE WITH A/E SUBMISSION INSTRUCTIONS (PG-18-15) - Have the comments from the previous review been addressed and corrected?	
2	UPDATE NARRATIVE CONCERNING PROJECT DEVELOPMENT	
3	UPDATE PHASING PLAN	
4	TOPOGRAPHIC, UTILITY, AND LANDSCAPE SURVEY - Include Benchmark, Datum Reference, Property lines, Adjoining Streets	
5	STAKING/LAYOUT PLAN - Do drawings show:	
	a. Proposed building and structures (coordinate with Architectural)	
	b. Proposed roads and parking	
	c. Entrances and exits (coordinate with other disciplines)	
	d. Mechanical and electrical equipment on grade (coordinate with other disciplines)	
	e. Demolition	
	f. Boundary line, if required	
6	GRADING PLAN - Do drawings show:	
	a. First floor elevations for buildings and on grade equipment (coordinate with other disciplines)	
	b. Spot elevations at structure corners, entrances, exits, intersections (coordinate with other disciplines)	
	c. Proposed grading	
7	EROSION CONTROL AND DRAINAGE	
8	STAGING AREA - Do drawings show:	
	a. Construction access and parking	
	b. Stockpile areas for earth and materials	
9	LANDSCAPE PLAN - Do drawings show:	
	a. Plant groupings	
	b. List of proposed plant material	
10	Compliance with VA National CAD Standard Application Guide and applicable National CAD Standard modules.	

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DESIGN DEVELOPMENT 1

SITE REVIEW

NO.	ITEM	COMMENTS/ YES/NO/NA
1	COMPLIANCE WITH A/E SUBMISSION INSTRUCTIONS (PG-18-15) - Have the comments from the previous review been addressed and corrected?	
2	TITLE BLOCK, SCALE, NORTH ARROW, LEGEND	
3	TOPOGRAPHIC, UTILITY, AND LANDSCAPE SURVEY - Update and expand if necessary	
4	DEMOLITION PLAN - Do drawings show:	
	a. Buildings to be removed	
	b. Paving to be removed	
	c. Trees & shrubs to be removed	
	d. Utilities to be removed	
k	STAGING AREA AND CONSTRUCTION FENCE - Do drawings show:	
	a. Construction fence	
	b. Stockpile areas	
	c. Construction sign	
	d. Safety sign	
6	STAKING/LAYOUT PLAN - Do drawings show:	
	a. Location of buildings and structures (coordinate with Architectural)	
	b. Location of:	
	(1) Roads	
	(2) Curb and gutters	
	(3) Parking areas	
	(4) Service areas	
	(5) Walks	
	(6) Courtyards, plazas, entryways, etc.	
	(7) Brick paving	
	c. Location of inlets (coordinate with Sanitary)	
	d. Fencing for security	
	e. Accessibility requirements	
	(1) Accessible parking and van spaces	
	(2) Accessible curb ramps	

NO.	ITEM	COMMENTS/ YES/NO/NA
	(3) Accessible ramps (exterior)	
	f. Mechanical equipment pads (coordinate with Mechanical)	
	g. Electrical equipment pads (coordinate with Electrical)	
	h. Expansion , contraction, and construction joint locations	
	i. Construction limits	
	j. Underground utilities (coordinate with other disciplines)	
	(1) Power	
	(2) Telephone	
	(3) Water	
	(4) Gas	
	(5) Sewer	
	(6) Storm Drainage	
	(7) Fuel tanks/O ₂ tanks	
	k. Light poles and fire hydrants (coordinate with other disciplines)	
7	GRADING PLAN - Do drawings show:	
	a. First floor building elevations (coordinate with Architectural)	
	b. Spot elevations at structure corners, entrances, exits, platforms and other critical areas (coordinate with Architectural)	
	c. Elevations of equipment at grade (coordinate with other disciplines)	
	d. Contour lines	
	(1) Existing	
	(2) New	
	e. Storm drainage inlet elevations (coordinate with Sanitary)	
	f. Existing grades	
	g. Grading limits	
8	ROCK EXCAVATION (Quantity)	
9	Compliance with VA National CAD Standard Application Guide and applicable National CAD Standard modules.	

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DESIGN DEVELOPMENT 1

LANDSCAPE REVIEW

10	EROSION CONTROL AND SEDIMENT CONTROL, POLLUTION PREVENTION PLAN	
11	COMPLIANCE WITH ENVIRONMENTAL ASSESSMENT	
	a. Compliance with terms of any Record of Decision (ROD) or Finding of No Significant Impact (FONSI) under NEPA.	
	b. Compliance with terms of any historic preservation commitments or agreements.	
12	PLANTING PLAN - Do drawings show:	
	a. Composition of:	
	(1) Trees	
	(2) Shrubs	
	(3) Ground cover	
	(4) Lawns	
	b. Quantities	
	c. Spacing	
	d. Plant list	
	e. Keying	
	f. Edging	
	g. Seeding and sprinkling limits (coordinate with Sanitary)	
13	Compliance with VA National CAD Standard Application Guide and applicable National CAD Standard modules.	

A/E CHECKLIST

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DESIGN DEVELOPMENT 2

SITE REVIEW

NO.	ITEM	COMMENTS/ YES/NO/NA
1	COMPLIANCE WITH A/E SUBMISSION INSTRUCTIONS (PG-18-15) - Have the comments from the previous review been addressed and corrected?	
2	TITLE BLOCK, SCALE, NORTH ARROW, LEGEND	
3	TOPOGRAPHIC, UTILITY, AND LANDSCAPE SURVEY	
4	DEMOLITION PLAN - Do drawings show:	
	a. Buildings to be removed	
	b. Paving to be removed	
	c. Trees & shrubs to be removed	
	d. Utilities to be removed	
5	STAGING AREA AND CONSTRUCTION FENCE - Do drawings show:	
	a. Construction fence	
	b. Stockpile areas	
	c. Construction sign	
	d. Safety sign	
6	STAKING/LAYOUT PLAN - Do drawings show:	
	a. Location of buildings and structures (coordinate with Architectural)	
	b. Location of:	
	(1) Roads	
	(2) Curb and gutters	
	(3) Parking areas	
	(4) Service areas	
	(5) Walks	
	(6) Courtyards, plazas, entryways, etc.	
	(7) Brick paving	
	c. Location of inlets (coordinate with Sanitary)	
	d. Fencing for security	
	e. Accessibility requirements	
	(1) Accessible parking and van spaces	
	(2) Accessible curb ramps	

NO.	ITEM	COMMENTS/ YES/NO/NA
	(3) Accessible ramps (exterior)	
	f. Mechanical equipment pads (coordinate with Mechanical)	
	g. Electrical equipment pads (coordinate with Electrical)	
	h. Expansion , contraction, and construction joint locations	
	i. Construction limits	
	k. Underground utilities (coordinate with other disciplines)	
	(1) Power	
	(2) Telephone	
	(3) Water	
	(4) Gas	
	(5) Sewer	
	(6) Storm Drainage	
	(7) Fuel tanks/O ₂ tanks	
	l. Light poles and fire hydrants (coordinate with other disciplines)	
7	GRADING PLAN - Do drawings show:	
	a. First floor building elevations (coordinate with Architectural)	
	b. Spot elevations at structure corners, entrances, exits, platforms and other critical areas (coordinate with Architectural)	
	c. Elevations of equipment at grade (coordinate with other disciplines)	
	d. Contour lines	
	(1) Existing	
	(2) New	
	e. Storm drainage inlet elevations (coordinate with Sanitary)	
	f. Existing grades	
	g. Grading limits	
8	ROAD PROFILES AND ALIGNMENT - Do drawings show:	
	a. Horizontal alignment	
	b. Vertical alignment	
	c. All traversed utilities	
9	SIGNAGE PLAN	
10	SIGNAGE DETAILS	
11	CONSTRUCTION DETAILS	
12	NOTES	
13	ROCK EXCAVATION (Quantity)	
14	EROSION CONTROL AND SEDIMENT CONTROL, POLLUTION PREVENTION PLAN	
15	COMPLIANCE WITH ENVIRONMENTAL ASSESSMENT	
	a. Compliance with terms of any Record of Decision (ROD) or Finding of No Significant Impact (FONSI) under NEPA	
	b. Compliance with terms of any historic preservation commitments or agreements	
16	SAMPLE SPECIFICATIONS	

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DESIGN DEVELOPMENT 2**LANDSCAPE REVIEW**

NO.	ITEM	COMMENTS/ YES/NO/NA
17	TITLE BLOCK, SCALE, NORTH ARROW, LEGEND	
18	PLANTING PLAN - Do drawings show:	
	a. Composition of:	
	(1) Trees	
	(2) Shrubs	
	(3) Ground cover	
	(4) Lawns	
	b. Quantities	
	c. Spacing	
	d. Plant list	
	e. Keying	
	f. Edging	
	g. Seeding and sprinkling limits (coordinate with Sanitary)	
19	PLANTING DETAILS	
20	LARGE SCALE PLANS OF SPECIALTY AREAS	
	a. Courtyards, patios, etc.	
	b. Entrances areas	
	c. Paving joint patterns	
21	LANDSCAPE DETAILS	
	a. Brick paving	
	b. Benches	
	c. Planters	
	d. Water features	
22	PLANTING LIST	
	a. Common name	
	b. Genus and species	
	c. Size/caliper	
	d. Special comments	
23	NOTES	
24	SAMPLE SPECIFICATIONS	
25	Compliance with VA National CAD Standard Application Guide and applicable National CAD Standard modules.	

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CONSTRUCTION DOCUMENTS**SITE & LANDSCAPE REVIEW**

NO.	ITEM	COMMENTS/ YES/NO/NA
1	COMPLIANCE WITH A/E SUBMISSION INSTRUCTIONS (PG-18-15)	
	a. Have the comments from the previous review been addressed and corrected?	
	b. Have the approved DD2 drawing been expanded to the level of detail necessary for construction?	
	c. Have all the documents been coordinated with other disciplines?	
2	SITE DEVELOPMENT SPECIFICATIONS	
3	LANDSCAPE SPECIFICATIONS	
4	ENVIRONMENTAL AND/OR HISTORIC PRESERVATION SPECIFICATIONS	
5	Compliance with VA National CAD Standard Application Guide and applicable National CAD Standard modules.	