

APPENDIX 6 H

Board of Regents of the University System of Georgia

Preliminary Design Presentation Checklist

No.	Chk.	Item
1		Letter of transmittal and approval from President.
2		Site Plan with existing utilities shown (Scale: 1"= 20' Minimum)
3		Architectural Floor Plans (Scale: 1/8" = 1'-0" Minimum). Show room names and sizes to coordinate with program. Cover sheet should identify package as "Preliminary Design Submittal"
4		Elevations with materials noted. (Scale: 1/16" = 1'-0" Minimum)
5		Building Cross Section (Scale: 1/16" = 1'-0" Minimum)
6		Typical Wall Section (Scale: 1/8" = 1'-0" Minimum)
7		Roof drainage plan
8		Fixed Equipment Layouts (Scale: 1/8" = 1'-0" Minimum)
9		Mechanical Equipment Layouts (Scale: 1/8" = 1'-0" Minimum)
10		Outline specifications
11		The GEPA checklist has been submitted and approved by the Vice Chancellor for Facilities.
12		The Loose Equipment List, reconciled with the loose equipment budget with preliminary furniture layout plan that has been approved by the campus.
13		Code Analysis/Life Safety Plan
14		Final Checklist of Utilities signed by the President. (App. 6 C)
15		Architects Budget Certificate showing project in budget with supporting documents
16		For GSFIC Projects: Architects Budget Certificate Form 4AU (App. 6 G)
17		List of Deductive Alternates approved by the campus. (See Chapter 5)
18		Letter of review from the state re: property insurance review
19		Subsurface soils report with certification letter from Design Professional
20		For GSFIC Projects: Soils report with Stage I Statement of Soils Engineer (App. 5A) and certification letter from Design Professional (See App. 5 A)
21		For GSFIC Projects: Written notice of the names of the engineers for structural design, mechanical design and electrical design and the date(s) which each engineer was furnished with a copy of the GSFIC Memorandum of Policy (The Rainbow.)
22		Letter to Vice Chancellor requesting any variances from the Design Criteria
23		List of changes made since schematic submittal; written responses to issues raised by campus and BOR.
24		Tabulation Sheet listing spaces and sizes on plans vs. spaces in program