

## DFM Design Development Review Checklist

**Project Title:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

The A/E acknowledges that the following information or status has been included as part of their submittal package for Design Development (DD) review by the Division of Facilities Management. No design or bid document shall be reviewed without the following “**Required**” checklist items initialed and signed by the Registered Professional in responsible charge for the project to confirm compliance with DFM submittal requirements. All “**Recommended**” and “**Conditional**” item status shall be indicated herein and addressed accordingly prior to bid.

**Required** = Required for submission

**Conditional** = DFM approval conditional on compliance prior to bid

**Recommended** = DFM recommended prior to bid

### Transmittal Documents

Initial

#### Letter of Transmittal

- A Letter of Transmittal identifying all items included in the submittal package and signed by the Registered Professional in responsible charge. (**Required**)

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### Information and Documents

Initial

- A copy of the DFM A/E’s comments from the previous review indicating the corrective action taken - (**Required**)
- Schedule of Performance - Finalized - (**Required**)
- Design Narrative - Finalized - (**Required**)
- Basis of Design – Finalized - (**Required**)
- Updated WBS Formatted Construction Cost Estimate - (**Required**)
- Proposed Project Approval Letter List (**Required**)

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### Drawings & Specifications

Initial

- Design Development Level Drawings – (**Required**)
  - Cover Sheet / Drawing Index – Finalized
  - Symbols Legend, Abbreviations, & Notes – Finalized
  - Architectural and MEP Sheets - Updated
  - Final Design Level Calculations and Diagrams
  
- Design Development Level Project Manual / Specifications (**Required**)
  - Project Title Page – Finalized
  - Table of Contents – Finalized
  - List of Drawings – Finalized
  - Project Specific Division 00 Documents – Finalized
  - Division 01-49 Specifications Documents – Updated as Appropriate for Design Development Level Review

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As the Registered Professional in responsible charge for this Project, I herewith affirm and attest that we are in full compliance with the requirements of this checklist and have included the necessary information with the Design Development submittal package.

Signed: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_\_\_

Having completed my review on \_\_\_\_\_(date), I return this document along with my review comments to the assigned Project Manager for inclusion in the Project File.

Signed: \_\_\_\_\_  
Project Engineer