Project Name:
Date:

Checklist		Notes
SCHEMATIC DESIGN (SD) PHASE		
1. Structural Grid Alignment — Confirm the structural grid aligns with the architectural layout and critical program elements. *(Arch)*		
2. Floor-to-Floor Heights & Structural Depth — Confirm that Fl. To Fl. heights accommodate structure and MEP zones above ceilings. *(Arch, MEP)*		
3. Lateral System Placement — Coordinate placement of shear walls, braced frames, and cores with program and circulation requirements. *(Arch)*		
4. Structural Design Criteria & Code References — Review SE general notes to confirm applicable building codes, and design criteria align with the code analysis. *(Arch)*		
5. Risk Category Consistency — Confirm structural risk category is in alignment with building occupancy classification. *(Code)*		
6. Preliminary Load Diagrams — Confirm initial loading diagrams correspond to the building program and stacking. *(Arch)*		
7. Core Shaft & Egress Strategy — Coordinate location and size of stair, elevator, and MEP openings with the SE. *(Arch, MEP)*		
8. Geotechnical Report Delivery — Ensure SE has received the geotechnical report and is referencing correct site and seismic classification. *(Civil)*		
9. Confirm Flood Zone — Identify flood zone requirements with SE *(Arch, Civil)*		
10. Review Outline Specs - Confirm initial assumptions about recycled steel content, and embodied carbon reductionsare described. *(Arch)*		

DESIGN DEVELOPMENT (DD) PHASE		
11. Final Load Diagrams — Confirm SE's updated load diagrams & Schedules align with the program and equipment zones. *(Arch, MEP)*		
12. MEP Equipment Coordination — Confirm final HVAC and plumbing equipment weights and vibration criteria have been provided to SE. *(MEP)*		
13. Heavy Equipment & Truck Loading Zones — Ensure dock equipment and vehicular loads are included in SE design. *(Arch, civil)*		
14. Elevator Machine Room Coordination — Confirm equipment loads, layout, and structural support are coordinated. *(Arch, VT)*		
15. Pit Sizes and Locations — Coordinate sump, elevator, and ejector pits with structural foundations. *(MEP, Arch)*		
16. Slab Depressions — Confirm locations, extents, and depths of all slab depressions with SE. *(Arch)*		
17. Built-up Slabs — Identify where toppings or raised floors are needed and coordinate with structure. *(Arch)*		
18. MEP Overhead Clearance — Verify beam depths and locations allow required ceiling clearances; coordinate major beam penetrations. *(Arch, MEP)*		
19. MEP/Structure Interference Check — Ensure ducts, pipes, and conduits do not conflict with truss or deep beam locations. *(Arch, MEP)*		
20. Curtain Wall Anchor Coordination — Confirm anchorage types, embed requirements, and edge-of-slab coordination with facade engineer. *(Envelope)*		
21. Brace Frame Conflicts — Verify braced frame placement does not obstruct doors, windows, or passageways. *(Arch)*		
22. Elevator Hoistway Steel — Confirm divider beam & sizes are included. Confirm rail support stl. does not conflict with shaftwall construction. *(VT, Arch)*		
23. Column Base Plate Conflicts — Ensure base plates, grout pads, and anchor bolts are clear of finish floors and partitions. *(Arch)*		
24. Masonry Wall Support — Coordinate locations and bearing of CMU or brick walls. *(Arch)*		
25. AESS Steel Identification — Identify all exposed architectural steel and confirm finish and coordination with SE. *(Arch)*		
26. Floor Flatness Criteria — Confirm any specific slab flatness/tolerance requirements with SE (e.g., for lab, equipment, flooring). *(Arch)*		
27. Drainage Slopes — Coordinate roof and floor slopes with SE (tapered insulation vs sloped structure/topping). *(MEP, Arch)*		
28. Floor Thickness— Confirm thicknesses with acoustics, vibration, and fire resistance requirments. *(arch)*		
29. Wind & Seismic Design Parameters — Ensure that wind tunnel study data, drift limits, and seismic criteria have been communicated and included. *(Arch)*		

30. Expansion Joints & Seismic Gaps — Confirm joint locations are aligned across all disciplines and sized appropriately. *(Arch)*		
31. Sustainability Goals — Coordinate steel and concrete specifications with sustainability targets. *(Arch)*		
32. Cantilevers & Overhangs — Verify structural support and detailing of balconies, architectural projections, and canopies. *(Arch)*		
33. Transfer Girders and Outrigger Trusses — Identify and coordinate special structural elements including their depth, locations, and impact on floor layouts and MEP routing. *(Arch, MEP)*		
34. Miscellaneous Structural Supports — Confirm requirements and coordination for elements like partition headers, equipment pads, signage, and façade lighting support. *(Arch, MEP, Specialty Consultants)*		
35. Facade Maintenance — Identify roof davit bases, tie-offs, and required loads for facade maintenance. *(Arch, FM)*		
CONSTRUCTION DOCUMENTS (CD) PHASE		
35. Structural and Architectural Grid & Dimension Check — Perform a final cross-check of all grids, levels, and major dimensions between drawings. *(Arch)*		
36. Slab Elevation Consistency — Verify all slab elevations match between architectural and structural drawings. *(Arch)*		
37. Slab Openings & Sleeves — Confirm all floor, wall, and roof slab openings are located and dimensioned. *(MEP)*		
38. Curb Locations — Verify all curbs are documented with dimensions and coordinated with MEP, curtain wall, roofing *(Arch)*		
39. Topping Slab & Floor Pitch - Confirm & dimensions high and low points for roof topping and indicate pitch. *(Arch)*		
40. Vibration Criteria Implementation — Reconfirm structural framing accommodates floor vibration requirements. *(arch)*		
41. Final Curtain Wall Supports — Reconfirm all slab edge embeds and tolerances needed for facade system installation. *(Envelope)*		
42. Elevator Support Steel Finalization — Reconfirm all elevator support steel is documented *(Arch)*		
43. Coordination with Civil & Flood Protection — Reconfirm finished floor elevations and structural provisions meet flood protection height requirements. *(Arch, Civil)*		
44. Final Specifications - Reconfirm sustainability goals for structural steel and concrete are included. *(Arch, SE)*		