

Project Name:

Date:

Information Required by Others	Schematic Design	Design Development	Construction Documents	Notes
Project Schedule	✓	✓	✓	Required at each phase
Confirm Fast Track Deliverables, (foundations or other)	✓	✓		
Confirm Design Assist Scope (curtain Wall, elevators, or other)	✓	✓		
Building Code Analysis	✓			
Specialty Insurance Requirments (FM Global) or other	✓			
Geotech Report	✓	✓		
Flood Zone Verification	✓			
Sustainability Goals	✓	✓		
Confirm Building Program & Occupancy	✓	✓		
Building Location & Massing & Stacking	✓	✓		
Building Height & Area	✓	✓		
Site Survey	✓			
Exsiting Conditions drawings	✓			
Confirm Demolition scope (if any)	✓			
BIM Execution Plan	✓			Typically updated at each phase
Structural System (Steel) or (Concrete)	✓			
Column Grid Layout	✓			
Core Location(s) - Elevators & Stairs	✓			
Number of Floors Above & Below Grade	✓			
Floor elevations	✓			
Floor to Floor Height	✓			
Large Shaft / Floor Openings	✓			
Preliminary Vibration & Acoustic Criteria	✓			
Major MEP Equipment Weights & Locations	✓			
Elevator Machine Room Locations	✓			
Elevator Equipment & Preliminary Loading Information	✓			
Elevator Pit Depths & Loading Information	✓			
Green Roofs, Blue Roof, & Terraces	✓			
Dense Storage for Files or Other	✓			
Heliport	✓			
Swimming Pools	✓			
Column Transfers	✓	✓		
Wind Analysis Reprt - Cladding Wind Loads		✓		
Wind Analysis Reprt - Wind-Induced Structural Responses		✓		
Acoustics Report, Vibration & Acoustical Requirements		✓		
Elevator and or Escalator Cut Sheets		✓		
MEP Cutsheets		✓		
Floor Thicknesses		✓		
Masonry Wall Types and Locations		✓		
Delegated Design Components		✓		
Below Grade Waterproofing		✓		
Catwalks, mezzanines, platforms		✓		
All required floor openings (MEP Risers or other)		✓		
Slab Edge Plans and Curbs		✓		
Façade Types & Connection Requirements		✓		
Canopies (Location, Size, Materials)		✓		
Walkway & Bridge Connections		✓		
Folding Partitions		✓		
Special Floor Finishes (stone, Tterrazzo, or other)		✓		
Floor Flatness Requirements			✓	
Floor Depressions			✓	
Beam Openings			✓	
Façade Maintenance Loads			✓	
Rooftop Screen Walls			✓	
Topping Slabs			✓	
Specialized Equipment & Supports Requirements (medical or other)			✓	
Heavy Art Installations			✓	
Pendant Lighting			✓	