



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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PRE-SCREENING CHECKLIST - TECHNICAL SUBMISSION

1. GENERAL:

- a. The construction documents submitted for review are required to contain the information listed below in order to determine compliance with all applicable codes, rules and regulations.
- b. The information required to determine compliance is not necessarily limited to the following list. Any additional information that is needed to determine code compliance will be requested.
- c. Reviews are accomplished more efficiently when all pertinent information is clearly indicated. It is important that information shown on the drawings and in the specifications be complete, coordinated and code compliant. "Complete" means that all materials and equipment are indicated on the drawings and specified on the drawings or in the Project Manual.
- d. The work must be coordinated among all trades; and with utility companies, local municipalities and government agencies prior to submitting documents.
- e. The work must be code compliant and conform to all applicable regulations, including the New York State Uniform Fire Prevention and Building Code, The Energy Conservation Construction Code of New York State, the Regulations of the Commissioner of Education, the NYSED Manual of Planning Standards, and regulations of all State and Federal agencies with jurisdiction.

2. ALL TRADES:

- a. All drawings and specifications must be dated and signed/sealed by a design professional.
- b. All drawings must include SED project numbers.
- c. All drawings must be 100% complete bid-ready. Drawings cannot include 'preliminary', 'SED submission' or other similar wording indicating that they are not 100% complete.
- d. All drawings must be drawn to scale. Details shall be drawn to scale as much as practicable.
- e. North Arrows are required on Site Plans, Key Plans, and Floor Plans.
- f. Key Plans shall be provided whenever Floor Plans have to be divided and shown on separate drawings.
- g. Floor Plans shall be clearly labeled to include room use and square footage for each space (new and existing).
- h. All fire-rated walls (existing and new) must be shown on the Architectural and HVAC floor plans. Fire ratings shall be indicated for all fire resistive assemblies including details showing conformance with

their UL/FM test procedures. A wall legend indicating each type of rated wall system must be provided.

- i. Floor Plans shall include all door swings, handicap toilet facilities, stairs, ramps and windows.
- j. Provide key notes on all drawings to which they apply.
- k. Provide legends for all devices, fixtures, partitions and symbols used on plans.
- l. Exit sign face(s) and directional arrows shall be clearly indicated.

3. CODE COMPLIANCE DRAWINGS:

- a. Life safety plans for each level of the building clearly indicating means of egress, Rescue Windows and fire rated separations including floor and roof construction shall be provided and drawn to scale.
- b. Drawings shall indicate the proposed and existing fire rated assemblies. Fire Walls, Fire Barriers, Fire Partitions and Smoke Partitions shall be indicated on the floor plans. The Construction Classification of existing buildings and additions shall be indicated.
- c. Building Occupancy Classification or occupancy type shall be indicated for all projects. Occupant loads for each space are required for projects which include Level 2 & 3 Alterations, Change of Occupancy, and Additions.
- d. Indicate the maximum travel distance and path of travel for each primary and/or incidental occupancy shown.
- e. Occupancy Classification indicated, Construction Type indicated for new/existing, Building area and associated area increase calculations indicated, fire area indicated.
- f. Correct Code references included, compliance with Energy Code (R-values/U-values) indicated for various assemblies and path for compliance with Energy Code indicated.
- g. Show all applicable or planned areas of refuge, smoke compartments, horizontal exits, vertical exits, exit passageways, and width of egress doors.
- h. Overall Floor plans are required. Floor Plans shall include room use, floor area of each space, occupant load, door swings, stair and ramp configurations and enclosures, windows and rescue windows, means of egress components and exit widths.
- i. Show temporary means of egress, protection and construction separations to be utilized during construction activities. Temporary partitions, exit doors, panic hardware, exit signs, emergency lighting and phasing drawings shall be indicated and specified.

4. SITE PLANS

- a. Indicate handicap parking, including total parking count and number of HC spaces provided, and location of handicap curb ramps
- b. Indicate new or existing fire apparatus access roads when required by Code. Include dimensions.
- c. Indicate all new utilities; existing and new fire hydrants; property lines; existing and new buildings and additions.
- d. Plumbing and Site drawings are coordinated for points of entry/discharge from building, and sizing.

5. ARCHITECTURAL:

- a. Overall Floor Plans at an acceptable scale indicating work areas &/or areas with Change of Occupancy, Existing Fire Walls, existing and new Fire Barriers, Building Areas and Fire Areas. Room Labels, Occupant load of all spaces per code indicated. Door swings, door widths, windows, rescue windows indicated, actual corridor travel distances to exterior exit doors or stair enclosure door.
- b. Door numbers indicated on plans; door schedule provided with all information completed including hardware groups.
- c. Wall sections/details appear complete and coordinated with section/detail tags located on plans.
- d. Exterior elevations appear complete.
- e. Roof plans appear complete, sections indicated, and roof slope indicated.

6. MECHANICAL, ELECTRICAL AND PLUMBING (MEP):

- a. GENERAL:
 - i. The MEP work must be coordinated among the trades, with the architectural components of the building, and with the site features.
 - ii. Mechanical equipment electrical power requirements must be shown on the electrical drawings.
 - iii. Water, sewer, gas, electric service, kitchens, pools, wastewater treatment, fuel tanks, etc requirements must be coordinated with utility companies, local municipalities and government agencies prior to submitting documents.
- b. MEP DRAWINGS:
 - i. All new heating and cooling equipment: boilers, water heaters, solar heaters, flues/vents, air handlers, fans, duct/sizes, diffusers, grilles, dampers (fire, smoke, volume control, backdraft, etc), heat exchangers, unit ventilators, unit heaters, refrigeration equipment, roof top units, exhaust fans, etc.

- ii. All piping must be shown including: water and gas service, hot and cold water supply, waste, gas piping, sanitary drains, vent, hydronic heating lines, recirculating, etc.
- iii. All new plumbing equipment: appliances, fixtures, valves, fittings, gages, vent terminations, drains, expansion fittings, hydrants, supports, appurtenances, etc.
- iv. All electrical equipment: service entrance feeders, service entrance equipment, transformers, metering equipment, electric panels, electric panel schedules, electric room equipment layout - drawn to scale, equipment loads, conduits, wiring, devices, lighting panels, fixture schedules, equipment schedules, fire alarm system panels and detection/notification devices, emergency and standby power equipment, emergency lighting, exit signs, electrically operated partition safety systems, site electrical connections, security, communications, technology, etc.
- v. Sizes and ratings of materials and equipment, such as wire/conduit/fuses/circuit breakers/pipes/ducts/strobe candela/etc must be indicated.
- vi. Clearly indicate the specific locations where plenum rated cable is required or specify that plenum rated cable be used throughout the building. Simply stating that plenum rated cables shall be used in plenum spaces is not adequate.
- vii. Plumbing and Site drawings are coordinated for points of entry/discharge from building, and sizing.
- viii. Piping is scheduled and sized, inverts are identified.
- ix. Schedules are complete and line up with proposed work.
- x. Equipment connection schedules must be complete. Panel schedules must be complete. All circuiting information must be provided. Conductor/conduit information must be provided. (Size/materials)
- xi. New equipment, especially new rooftop equipment must be addressed by structural.
- xii. Full ventilation and exhaust calculations must be provided. Equipment must be coordinated with schedule. Ducts are sized, Piping is sized. Details are provided. Control devices/points list(s) are provided and coordinated with sequence of operations.

7. SPECIFICATIONS:

a. GENERAL:

- i. A/E seal & signature on cover sheets
- ii. SED project number(s) included on specification cover sheets
- iii. Construction Specification Institute (CSI) format

- iv. Table of contents includes all sections in specification booklet.
- v. Certification on cover sheet: “The design of this project conforms to all applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Code, and the building standards of the New York State Education Department.”
- vi. Information required to be paper-clipped in project specification book:
 - 1) Wage Rates: include project-specific wage rates including PRC number -or- include information on how contractors are to go to DOL website and download project-specific wage rates, must reference project-specific PRC number.
 - 2) Equivalency Clause - usually included in Instructions to Bidders: “In the specifications, two or more kinds, types, brands, or manufacturers or materials are regarded as the required standard of quality and are presumed to be equal. The contractor may select one of these items or, if the contractor desires to use any kind, type, brand, or manufacturer or material other than those named in the specifications, they shall indicate in writing, when requested, and prior to award of contract, what kind, type, brand, or manufacturer is included in the base bid for the specified item.
 - 3) Non-collusive Clause: Include in each Bid Form
 - 4) NYSED Uniform Safety Standards: Commissioner’s Regulations 155.5
- b. Specification sections have been edited for specific project and do not reference other school district projects.
- c. Referenced standards are current (they must at least comply with references in current code.)
- d. Alternates indicated on drawings are included in specifications.
- e. Controls – Sequence of operations is provided for proposed H-Contract equipment to be installed. Equipment identified in specifications lines up with equipment scheduled on drawings.
- f. Equipment in specifications line up with scheduled equipment. (Ex: gas fired generator on plans and diesel fired generator in specifications creates a problem)