**100% CONSTRUCTION DOCUMENT (100% CD) CHECKLIST**

The following checklist itemizes the minimum requirements for the 100% Construction Document deliverable. The FP&C project manager must provide this checklist to the A/E team at the start of every major project and large minor project, to ensure the A/E is aware of these content requirements. This checklist should be considered the basic level of required documentation. If additional requirements are identified in the Owner’s Project Requirements (OPR) document, they must also be addressed in the 100% Construction Document deliverable. If the deliverable is not complete, the FP&C project manager should note why documents are missing, or require the A/E to provide the proper documents for review prior to the recommendation of payment for 100% Construction Document services.

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|  | **ADMINISTRATION/GENERAL** |
|  | Basis of Design (Final from 50% CD phase) |
|  | Space Summary and Area Calculation |
|  | Quality Control statement (statement from the Architect and Engineer describing what steps that have taken to ensure the quality of the documents, compliance with the UCF Standards, and compliance with the UCF Professional Services Guide) |
|  | Data, reports, drawings, and other documents related to environmental permitting requirements |
|  | Final Campus Master Plan checklist |
|  | Final Measurement & Verification Plan (if applicable) |
|  | Finalized project-specific list of closeout deliverables, including O&M documents, Owner training, and attic stock |
|  | Appendix – Owner directives, meeting minutes and correspondence, graphical data, functional diagrams, current design schedule, project team roster, and other relevant information or documents from the 50% CD phase |
|  | UCF Comment spreadsheet with responses from previous phase, indicating specific location of where all UCF comments have been addressed. Responses such as “will address on future drawings” are unacceptable. |
|  | UCF Standards Critical Needs Checklist |
|  | Owner-proved Facilities Classification for Energy Consumption form – completed and signed by the (mechanical) engineer of record |
|  | All documents signed/sealed with quantities for permitting and owner use required by the contract |
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|  | **SPECIFICATIONS** |
|  | Final Table of Contents identifying all contemplated technical and non-technical specifications |
|  | Project-specific technical and non-technical specs, including UCF-provided non-technical specifications and identification of proposed additive and deductive alternates |
|  | Final project-specific list of O&M documents, Owner training, attic stock, and other closeout requirements to be specified in the CDs using Owner’s “Closeout Deliverables Matrix” |
|  | Final special/threshold inspection plan for threshold buildings |
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|  | **SITE & UTILITIES** |
|  | Survey of the site, which shall illustrate and identify all items on the UCF “Survey Scope of Work” document |
|  | Final site plan, including:   * Building footprint & orientation * Existing and proposed grades/contours * Provisions for accessibility, circulation, and parking (if any) * Site development work related to service & loading: * traffic, circulation, and parking of emergency, service, and other vehicles * pedestrian & bicycle facilities * ADA accessibility * waste management (dumpsters) * Hardscaping (sidewalks, pavers, etc.), seat walls, and other sites amenities & furnishings * Relevant information from the survey, including existing trees and utilities   *NOTE: Illustrate existing features with different tonal qualities or line types from new* |
|  | Site demolition and tree impact plans, if applicable, that illustrate all removals of natural or manmade features; include an Final tree removal table that itemizes the quantity, species, size, and health of all trees proposed to be removed |
|  | Final site utilities plan(s) that indicate materials/structure type, size, depth, and conflicts. Complex areas with multiple utilities, stacked piping, and/or conflicts shall be illustrated using plan & profile drawings.  *NOTE: Such utility plans may be separated by discipline (‘C’, ‘P’, ‘FP’, ‘M’, ‘E’, ‘T’) or combined* |
|  | Final site lighting plan |
|  | Final paving, grading, and drainage plan, including schedule of storm water structures (new and existing) |
|  | Final landscaping/planting plan, with hardscape materials and site features & fixtures indicated |
|  | Final landscape irrigation plan, with connection(s) to water source(s) indicated |
|  | Final plans for erosion and sedimentation control and compliance |
|  | Final map or drawing to illustrate the Future Land Use and Future Building Sites, if applicable |
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|  | **BUILDING/ARCHITECTURE** |
|  | Final floor plans for each proposed level with room numbers provided by SPAA |
|  | Final dimensioned roof plans showing all slopes, drainage, materials, roof-mounted equipment (if any), penetrations, hatches or ladders |
|  | Final life safety plans, including all required UL-listed fire rating details |
|  | Final exterior elevations of all building sides, including locations of all control and expansion joints |
|  | Final exterior renderings, perspectives, and/or models |
|  | Final renderings of all significant public spaces, including exterior public plazas and primary entry lobbies to accurately portray scale, context, finishes, and light sources |
|  | Final transverse and lateral building sections indicating finished floor elevation of each level, floor-to-floor heights, vertical circulation, and interior space relationships |
|  | Final sections through stairs and elevator shafts (both directions), plus floor-by-floor plans for each stair |
|  | Final roof details |
|  | Final building envelope sections and details as needed to identify the composition, dimensions, and construction of all exterior walls |
|  | Final details for flashing, waterproofing, damp proofing, and fireproofing |
|  | Final details and enlarged elevations for cast stone or architectural precast, stucco, metal wall panels, and other exterior finishes |
|  | Final schedules and details for openings (windows, doors) |
|  | Final and refined details & definitions for interior partitions |
|  | Final reflected ceiling plans to illustrate ceiling heights, materials, and M/E/P/AV fixtures |
|  | Final finish schedule to identify wall, ceiling, floor, and base materials by room |
|  | Final dimensioned interior elevations and fixture accessory schedules for all restrooms |
|  | Final case work and millwork details |
|  | Final color/finishes selections to illustrate the color and type of interior finishes |
|  | Final demolition plans for renovation/rehabilitation projects |
|  | Final slab-edge plan dimensioning the perimeter of every floor, elevations of all footings, and dimensions of all openings within each floor. Plan must be coordinated with all MEP penetrations. |
|  | Signage and graphics plans including room identification and numbering, directional, way-finding, HAZMAT, and ADA or other signage required by code and UCF Standards. |
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|  | **STRUCTURAL** |
|  | Structural sheet with design criteria and loads, construction notes, etc. |
|  | Final detailed foundation plan, including schedule(s) for footings, grade beams, stem walls, piles, etc. |
|  | Final detailed horizontal framing/slab plans that indicate type, size, length, and spacing of principal members: size and elevation of slabs; size and framing details for slab openings, etc. |
|  | Final detailed vertical framing plans that indicate type, size, length, and spacing of principal members and components |
|  | Final roof framing plans, including truss schedule if applicable |
|  | Final structural building sections, transverse and longitudinal |
|  | Final schedules for columns, beams, shear walls |
|  | Final construction details for structural systems, components, connections |
|  | Final details of any special conditions such as moment connections |
|  | Final documentation of all control and expansion joints in structural components |
|  | Final Threshold Inspection plan, if applicable |
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|  | **M/E/P, FIRE PROTECTION** |
|  | Final mechanical plans for HVAC and piping systems, equipment, and mechanical rooms, including ductwork |
|  | Final mechanical schedules for equipment (AHUs, FCUs, fans, etc.) and fixtures (diffusers, louvers, etc.) |
|  | Final above-ceiling sections for typical and congested areas to illustrate ceiling, structure (including fireproofing), piping (including insulation), ductwork, and other utilities and systems |
|  | Final sequence(s) of operations for BAS/EMCS controls |
|  | Final electrical (power) plans and riser diagrams to illustrate primary and secondary power distribution, equipment, panelboards, and electrical rooms |
|  | Final power plans to indicate convenience, equipment, and special-purpose receptacles. Rough-ins or receptacles within fixed furnishings, or floor boxes for fixed or moveable furnishings must be identified. |
|  | Final details, enlarged plans, and schedules as needed to illustrate circuitry, pathways, wiring systems(s), conductors, receptacles, switches, and exit signs |
|  | Final electrical plans for fire alarm, lighting, and lighting control systems |
|  | Final schedules for panelboards, lighting fixtures, other electrical equipment |
|  | Final details for grounding, lightning protection, and emergency power systems |
|  | Final plumbing plans illustrating waste, domestic hot and cold water, (roof) storm water, equipment, and chases |
|  | Final plumbing fixtures schedule |
|  | Final fire sprinkler plans, including fire pump, backflow preventer(s), risers, standpipes, hose cabinets, sprinkler coverage, and protection for sprinkler pipes and heads located in unconditioned spaces – delegated sprinkler design is not permitted |
|  | Final illustration(s) showing typical mounting heights for switches, receptacles, alarm devices, card readers, thermostats, and other wall-mounted devices |
|  | Final hydraulic calculations |
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|  | **TELECOMMUNICATIONS, AUDIO/VISUAL, SECURITY** |
|  | Final telecommunications floor plans, including layout of telecomm rooms, vertical and horizontal distribution, floor plans, including layout of telecomm rooms, vertical and horizontal distribution, floor boxes, and work area outlets  *NOTE: Identify work area outlets to be installed at or within fixed furnishings, or floor boxes for fixed or moveable furnishings (classroom seating, modular office furniture, etc.)* |
|  | Final audio/visual plans and equipment schedules/details, in compliance with OIR requirements |
|  | Final security plans and equipment schedules/details, in compliance with CS&T requirements |
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|  | **LABORATORY/RESEARCH SPECIALTIES** |
|  | Final detailed lab floor plans |
|  | Final plans illustrating lab exhaust equipment, ductwork, and load/capacity parameters |
|  | Final fume hood schedule with location, size, type of hood, etc. |
|  | Final P&ID drawings for distributed gases and utilities (de-ionized water, clean dry air, vacuum, etc.) |
|  | Final lab casework schedule(s) |
|  | Final hazardous materials inventory correlated with life safety plans and occupancy classifications |
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|  | **FURNISHINGS** |
|  | Final furnishings plan(s), with distinctions made between fixed and moveable, and between those to be provided and installed (or Owner-furnished, contractor-installed) as part of construction and those provided by the Owner after construction |
|  | For lab/research spaces, clear indication of research/lab tools and equipment |
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**End of 100% Construction Documents Checklist**