

# DESIGN REVIEW CHECKLIST

## ARCHITECTURAL

- Reviewers should** - Use Checklists when reviewing any type of VA construction project for the following disciplines:
- Architectural,
  - Boiler Safety Devices – Operation Checklist,
  - Electrical,
  - Heating, Ventilating, and Air Conditioning (HVAC),
  - Incineration/Solid Waste,
  - Plumbing, Fire Protection, and Sanitary,
  - Site and Landscape,
  - Steam Distribution,
  - Steam Generation, and
  - Structural.
- Reviewers should** - Ensure that DESIGN REVIEW Submission Instructions (PG-18-15) for Schematic, Design Development, and Construction Documents are followed for the various types of VA construction projects.
- Reviewers should** - Ensure that every VA construction project is in compliance with all life safety issues.
- Reviewers should** - Be aware that these checklists are not all-inclusive but only provide minimum review items.

## ARCHITECTURAL DESIGN REVIEW CHECKLIST

TITLE \_\_\_\_\_ PROJECT NO. \_\_\_\_\_  
 LOCATION \_\_\_\_\_ DATE \_\_\_\_\_  
 REVIEWED BY \_\_\_\_\_  
 ORGANIZATION \_\_\_\_\_

### GENERAL INFORMATION FOR REVIEWERS

The reviewer should be thoroughly familiar with the following VA standards before conducting a design review. These are available on the CFM Internet Web site: <https://www.cfm.va.gov/til>

ITEM	DESCRIPTION
1.	<b>MASTER CONSTRUCTION SPECIFICATIONS (PG-18-1)</b>
2.	<b>DESIGN AND CONSTRUCTION PROCEDURES (PG-18-3)</b>
3.	<b>STANDARD DETAILS (PG-18-4)</b>
4.	<b>EQUIPMENT GUIDE LIST (PG-18-5)</b>
5.	<b>SPACE PLANNING CRITERIA (PG-18-9)</b>
6.	<b>DESIGN MANUALS (PG-18-10)</b>
7.	<b>DESIGN GUIDES (PG-18-12)</b>
8.	<b>BARRIER FREE DESIGN GUIDE (PG-18-13)</b>
9.	<b>ROOM FINISHES, DOOR AND HARDWARE SCHEDULES (PG-18-14)</b>
10.	<b>MINIMUM REQUIREMENTS FOR DESIGN REVIEW SUBMISSIONS (PG-18-15)</b>
11.	<b>ENVIRONMENTAL PLANNING GUIDANCE (PG-18-17)</b>
12.	<b>CULTURAL RESOURCE MANAGEMENT DIRECTIVE (D-7545)</b>
13.	<b>CULTURAL RESOURCE MANAGEMENT PROCEDURES (H-7545)</b>
14.	<b>DESIGN ALERTS</b>
15	<b>CAD and VA BIM STANDARDS</b>

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### LIFE SAFETY ISSUES

NO.	ARCHITECTURAL - LIFE SAFETY ITEM	COMMENTS/ YES/NO/NA
1	The design of all fire safety features in new construction and renovation at VA facilities shall comply with the latest edition (the edition in effect at the bid date) of the National Fire codes (a compilation of National Fire Protection Association Codes, Standards, Recommended Practices, and Manuals). Fire protection features not included in the National Fire Codes shall be designed in accordance with the requirements of the latest edition of the International Building Code (IBC).	
2	For existing buildings, the Fire Protection Engineering consultant may propose equivalent fire safety protection. The consultant shall document equivalency requests with sufficient rationale in the fire protection report for the project. VA's Authority Having Jurisdiction shall approve all equivalency requests prior to the equivalent method being incorporated into the design.	
3	Every project should have a comprehensive fire protection design plan which includes protection throughout the building by an approved automatic sprinkler system. A fire protection report, including fire protection drawings that are developed during the design development stage of the project, shall support the fire protection plan. The fire protection report shall include related design considerations and criteria that have been coordinated among all the affected disciplines, and shall serve as the basis for the design, construction, and future operation of the building.	

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### SCHEMATIC 1

NO.	ARCHITECTURAL – SCHEMATIC 1 ITEM	COMMENTS/ YES/NO/NA
1	Compliance with DESIGN REVIEW Submission Instructions (PG-18-15)	
2	Architectural narrative - Explain alternative designs and their proposed exterior materials and any other constraints affecting overall design.	
3	Schematic block plans showing:	
	a. All floors (new and renovated)	
	b. Penthouse	
	c. Roof plan	
	d. Pipe basement	
	e. Key plan, title block, north arrow, and scale on each floor plan	
	f. Temporary index of drawings	
4	Exterior dimensions/total building gross area:	
	a. Circulation	
	b. Mechanical areas	
	c. Electrical Areas	
	d. Exterior walls	
5	Size and shape of all departmental functions and services:	
	a. Label each service or activity	
	b. Indicate boundaries	
	c. Show activity code number	
6	Location of:	
	a. Entrances to buildings	
	b. Main entry point to each functional block	
	c. Mechanical spaces	
	d. Expansion joints	
	e. Structural grid	
	f. Special seismic structural features	
7	Finished floor elevations	

NO.	ARCHITECTURAL – SCHEMATIC 1 ITEM	COMMENTS/ YES/NO/NA
8	Finish grades at corners, entrances, exits, platforms, and ramps	
9	Schematic section of building	
10	Lead or any other hazardous materials abatement	
11	Compliance with VA CAD and BIM standards/manual and NCS Application Guide and applicable NCS modules.	
12	Compliance with applicable requirements of any Record of Decision or Finding of No Significant Impact under NEPA, and/or any commitment or agreement under Section 106 of NHPA.	

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### SCHEMATIC 2

NO.	ARCHITECTURAL – SCHEMATIC 2 ITEM	COMMENTS/ YES/NO/NA
1	Compliance with DESIGN REVIEW Submission Instructions (PG-18-15)	
2	Narrative for building construction, fire and smoke separation, fire sprinkler/standpipe systems, pump sizes, water supply available/maximum demand, water flow testing results, fire alarm systems, and kitchen extinguishing systems.	
3	Floor Plans/Drawings;	
	a. All floors (new and renovated)	
	b. Penthouse	
	c. Roof plan	
	d. Pipe basement	
4	Location of:	
	a. Rooms with room names and numbers, include program net area/design net area	
	b. Doors	
	c. Corridors	
	d. Basic column/grid sizes	
	e. Expansion and seismic joints	
	f. Electrical and IT closets	
	g. Equipment rooms	
	h. Signal and telephone closets	
	i. Mechanical shafts and space	
	j. Stairs	
	k. Ramps	
	l. Elevators	
	m. Automatic conveyances	
	n. Trash and linen chutes	
	o. Fire and smoke rated partitions	

NO.	ARCHITECTURAL – SCHEMATIC 2 ITEM	COMMENTS/ YES/NO/NA
5	Program net area/designated net area for all rooms and departments	
6	Exterior dimensions/total building gross area	
7	Each integral or fragmented service outlined with name and code	
8	Layout of critical areas (1:50 - 1/4 in.) showing:	
	a. Minimum clearances around patient beds	
	b. Correct bed sizes	
	c. Dimensions of patient wardrobes in mental health units	
	d. Accessible toilet and bedrooms	
	e. All accessible Bathroom & Bathing room floors slope to the shower drain or room drain	
	f. Compliance with Design Alert 149 (Refer to Women’s Health Directive 1330.2)	
9	Exterior building elevations:	
	a. Significant materials including colors	
	b. Massing	
	c. Fenestrations	
	d. Relationship to adjacent structures	
	e. Finish grades	
	f. Floor-to-floor heights	
	g. Floor elevations	
	h. Exterior materials	
	i. Canopies at entrances and loading docks (minimum clearances)	
	j. Materials and elements (if any) identified for preservation, rehabilitation or restoration; see item 13	
10	Building section	
11	Coordinate all drawings with other technical disciplines	
12	Compliance with VA NCS Application Guide and applicable NCS modules.	
13	Compliance with applicable requirements of any Record of Decision or Finding of No Significant Impact under NEPA, and/or any commitment or agreement under Section 106 of NHPA.	
14	Final specification update using track changes	

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### DESIGN DEVELOPMENT

NO.	ARCHITECTURAL – DESIGN DEVELOPMENT ITEM	COMMENTS/ YES/NO/NA
1	Compliance with DESIGN REVIEW Submission Instructions (PG-18-15)	
2	Incorporate all of the revisions required from S2 Review	
3	Floor Plans/Drawings;	
	a. All floors (new and renovated)	
	b. Penthouse	
	c. Roof plan (mechanical equipment and architectural screens)	
	d. Pipe basement (emergency exit, ventilation, and stairs)	
	e. Pipe tunnel	
	f. Equipment floor plans 1:50 (1/4 inch) scale coordinated with VA Equipment List	
	g. Ceiling Plan	
	(1) Ceiling Mounted equipment	
	(2) Lighting Fixtures	
	(3) Air diffusers	
	(4) Registers	
	(5) Tracks	
	(6) Room names and numbers	
	(7) Patients lifts	
	h. Fire Protection plan	
	(1) Room names and numbers	
	(2) Door locations and swings	
	(3) Smoke and fire rated partitions	
	(4) Areas not protected by sprinklers	
	(5) Main Fire Alarm Panel	
4	Location of:	
	a. Rooms with room names and numbers	



NO.	ARCHITECTURAL – DESIGN DEVELOPMENT ITEM	COMMENTS/ YES/NO/NA
	b. Doors and door swings	
	c. Corridors	
	d. Basic column/grid sizes	
	e. Expansion and seismic joints	
	f. Electrical closets	
	g. Signal and telephone closets	
	h. Equipment rooms	
	i. Mechanical shafts and space	
	j. Plumbing fixtures	
	k. Stairs	
	l. Ramps	
	m. Elevators	
	n. Automatic conveyances	
	o. Trash and linen chutes	
	p. Interior features (e.g. stair rails, light fixtures, decorative elements) thought to be historically or architecturally significant and to be preserved.	
	q. Lead-lined and radio-frequency shielded partitions	
	r. Fire and smoke rated partitions	
	s. Fire extinguisher cabinets	
	t. Bathroom & Bathing room floor drains with floors sloped to drain	
	u. Fixed Equipment	
	v. Wheelchair accessible facilities	
5	Wall thickness and chase walls	
6	Handrail locations and dimensions (where required)	
7	Program net area/designated net area	
8	Exterior building elevations:	
	a. Significant materials including colors	
	b. Massing	
	c. Fenestrations	
	d. Relationship to adjacent structures	
	e. Finish grades	
	f. Floor-to-floor heights	
	g. Floor elevations	
	h. Canopies at entrances and loading docks (minimum clearances)	
	i. Materials and elements (if any) identified for preservation, rehabilitation or restoration; see item 15	
	j. Future expansion	
	k. Expansion and control joints	
	l. Roof top equipment and architectural screens	
	m. Areaways and below grade openings	

NO.	ARCHITECTURAL – DESIGN DEVELOPMENT ITEM	COMMENTS/ YES/NO/NA
	n. Downspouts and gutters	
	o. Canopies at entrances and loading docks (minimum clearances)	
9	Building sections (same scale as floor plans):	
	a. Finish floor elevations	
	b. Relationship of finish ground floor to finish grade at major entrances	
	c. Floor elevation alignment if building abuts existing structure	
	d. Floor to floor heights	
	e. Pipe basements and roof mechanical equipment	
	f. Section through elevator shaft	
	g. Section through stairways	
10	Wall sections showing construction, building materials and systems, and proposed sill and head heights of openings	
11	Finish schedule	
12	Specification Section 09 06 00 for materials and products for interior design	
13	Coordinate all drawings with other technical disciplines	
14	Compliance with VA NCS Application Guide and applicable NCS modules.	
15	Compliance with applicable requirements of any Record of Decision or Finding of No Significant Impact under NEPA, and/or any commitment or agreement under Section 106 of NHPA.	
16	Slip resistance of flooring material in Bathroom & Bathing rooms is a minimum of 0.7.	
17	Equipment activation list	

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### CONSTRUCTION DOCUMENTS / FINAL BID DOCUMENT

NO.	ARCHITECTURAL – CONSTRUCTION DOCUMENTS / FINAL BID DOCUMENT ITEM	COMMENTS/ YES/NO/NA
1	Compliance with DESIGN REVIEW Submission Instructions (PG-18-15)	
2	Incorporate all of the revisions required from DD2 Review	
3	Floor Plans/Drawings;	
	a. Room names and numbers	
	b. Interior dimensions	
	c. Exterior dimensions and match lines	
	d. Column grid lines	
	e. Expansion joints between new and existing	
	f. Floor drains and pitch (all accessible Bathroom & Bathing room floors slope to drain)	
	g. Corner guards, handrails, bumper guards, and grab bars	
	h. Water coolers (near waiting rooms and along corridors)	
	i. Air-lock vestibules at main entrance	
	j. Elevator lobbies (min 12 feet deep)	
	k. Ducts and utility shafts that pass-through floors	
	l. Transformer rooms with curbs and no overhead pipes or ducts	
	m. Roof slope is minimum 1/4" per foot	
	n. Roof-top equipment with screens	
	o. Access doors to roof	
	p. Walkways on roof	
	q. Lightning protection	
	r. Door symbols	
	s. Lead-lines partitions and "universal floor T's"	
	t. Location and details of Dedication Plaque	
	u. Floor slab depressions identified and coordinated with structural drawings	

NO.	ARCHITECTURAL – CONSTRUCTION DOCUMENTS / FINAL BID DOCUMENT ITEM	COMMENTS/ YES/NO/NA
	v. Areaways with rails or gratings	
4	Demolition Plans with existing finish schedule and notes	
5	Reflected Ceiling Plan	
6	Equipment Plans with elevations and details	
7	Building sections, wall sections, and exterior elevations showing:	
	a. Finish floor elevations	
	b. All building systems	
	c. Materials	
	d. Future expansion	
8	Fire Protection Plan:	
	a. Details of stairwell sign	
	b. Door and window schedule with fire rating and fire rated glazing	
	c. Location of main annunciator panel	
	d. Height and configuration of storage racks and shelving	
	e. Exit calculations	
9	Graphics and Signage Plan	
10	Interior details, elevations, and sections	
11	Finish schedule	
12	Architectural specifications edited and marked in pencil	
13	Drafting symbols, abbreviations, general notes, and schedules	
14	Coordinate all drawings with other technical disciplines	
15	Compliance with VA NCS Application Guide and applicable NCS modules.	
16	Compliance with applicable requirements of any Record of Decision or Finding of No Significant Impact under NEPA, and/or any commitment or agreement under Section 106 of NHPA.	