

# Schematic Design Review Pre-Submission Checklist



**WILLIAM & MARY**  
CHARTERED 1693

Project Title

W&M Project Number

**Basis of Design Narrative:** The Schematic Design includes a Basis of Design Narrative with the following information:

	Yes	No	N/A
"Schematic Submission" properly identified on cover sheet of all documents			
Submission date consistent with date of drawings			
Type of occupancy/VUSBC Use Group, clearly indicated			
Estimated occupancy capacity and method or factor used for estimate			
Functions to be housed in the building			
Proposed building location on the site (tie to building monument system)			
Exterior Circulation: How this project will work with other area facilities			
Areas and/or capacity required for various activities proposed for building			
Indicate the type of construction proposed: i.e., fire resistive, protected or unprotected non combustible, etc. and VUSBC Type #			
Outline description of basic materials			
if applicable, intent for future construction or expansion ability being accommodated			
Style and character of building desired			
Structural Design Live Loads, Wind Loads, and Seismic Criteria used			
Type of foundation system selected			
A general description of the fire sprinkler system if sprinklers are proposed for the project and indicate if fire pump may be required			
A description of the types of HVAC systems being evaluated, estimated heating and cooling loads, fuels evaluated and fuel selected to be used			
Indication of water supply to the proposed building			
A general description of fire alarm system and identify rooms proposed to contain major Fire Alarm System Control and Trouble Signaling Panels.			

Continued....**Basis of Design Narrative:** The Schematic Design includes a Basis of Design Narrative with the following information:

	Yes	No	N/A
If a Clean Agent Fire Suppression System is proposed, general description has been provided, including the NFPA standard cited by the VUSBC for minimum requirements			
Where sprayed-on fireproofing is proposed, provide a general description of the locations and ratings.			
Total square foot area per floor and per building			
Total building cubic foot volume			
Number of beds, seats or parking spaces, where applicable			
Total estimated construction cost based on the schematic documents			
Total proposed construction budget.			

**Schematic Drawings:** The following is included as a minimum:

	Yes	No	N/A
Floor plans consisting of single line drawings of each floor layout showing space names, nominal room sizes, and circulation paths			
Roof plan			
Longitudinal building section with floor to floor and floor to ceiling dimensions			
Transverse building section			
Exterior elevation views			
Structural plan of a typical supported floor framing scheme and a typical section showing the proposed components of the floor system			
Orientation and approximate location of existing and proposed roads, walks, and parking, and utilities on a the site plan			