



# Pasco County Schools

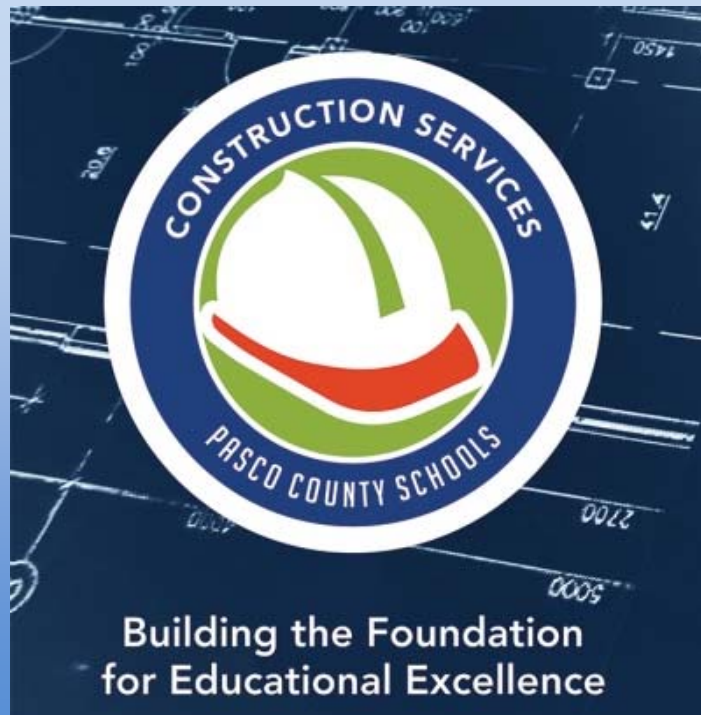
Providing a world-class education for all students

**Kurt S. Browning, Superintendent of Schools**

## 2024

# Architect | Engineer Guidelines

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# Table of Contents

## Architect | Engineer Guidelines

Architect   Engineer Fee Proposal Format .....	Page 03
Architect   Engineer Fee Breakdown Format .....	Page 05
Architect   Engineer Invoice Format .....	Page 06
Architect   Engineer Deliverables Guidelines .....	Page 07
Project Management Requirements .....	Page 07
Contract Document Requirements (DOE Forms) .....	Page 07
Schematic Design .....	Page 08
Design Development .....	Page 09
Construction Documents .....	Page 11
Permit Documents .....	Page 13
Shop Drawings Requirements .....	Page 14
Project Completion Requirements .....	Page 15
SREF & Florida Statues .....	Page 15
<b>Appendix</b>	
Building Permit Document Requirements Form .....	Page 17
Project Status Report .....	Page 18
FISH Plans & Space Chart Submittal Requirements .....	Page 19
Construction Drawing Discipline Label and Numbering Requirements .....	Page 20
Architect's Affidavit .....	Page 22
Supplemental Services   Responsibility Table .....	Page 23
Health Department Group Care Application .....	Page 24
Life Safety Items Required at Substantial Completion .....	Page 25

# Architect/Engineer Fee Proposal Format

Fee proposals should be formatted in the following content order:

- Client Information:**
- Project Name:**
- Project Location:**
- Project Description:**
- Project Program:**

<b>Architect/Engineers (A/E)</b>	<b>Basic Services of the Architect/Engineers shall include at a minimum the following:</b>
<b>Program Verification</b>	The Architect shall establish and/or confirm the Owner's Project Program.
<b>Schematic Design</b>	<ul style="list-style-type: none"> <li>• The Architect shall develop/present a maximum of (3) proposed design solutions.</li> <li>• Schematic Designs shall include architectural site plan, floor plans, and building elevations.</li> </ul>
<b>Design Development/ Contract Documents (Drawings/Specifications)</b>	<ul style="list-style-type: none"> <li>• The A/E shall develop the approved Schematic Design for new construction for all basic Civil, Architectural, Structural, Mechanical, Plumbing, Fire Protection, Electrical Power Distribution, Lighting, Communications, and Fire Alarm Design.</li> <li>• Construction Documents shall be prepared to a "Green Design Standard" per the Florida Building Code.</li> </ul>
<b>Bidding &amp; Negotiations</b>	<ul style="list-style-type: none"> <li>• Architect shall assist and coordinate information during the Bidding process to respond to questions and submit Addenda as required to obtain GMP (Guaranteed Maximum Price).</li> </ul>
<b>Construction Administration</b>	<ul style="list-style-type: none"> <li>• Architect shall attend scheduled Owner/Architect/Construction Manager Meetings to review and discuss the progress of the construction, review and approve Pay Applications, prepare and submit ASI's (Architectural Supplemental Instructions), PR's (Proposal Requests), OCCAA's (Owner Construction Contingency/Allowance Use Authorizations), <u>provide Field Observation Reports for each site visit with photos and a separate Monthly Project Status Report (with photos) to the Director of Construction Services</u>, provide review and respond to all submitted meeting minutes, shop drawing submittals, and RFI's (Request for Information). <b>Consultants shall attend a <u>minimum</u> of (2) Construction Meetings per Month when work is being performed for their discipline and are required to provide corresponding Field Observation Reports after the Site Visit.</b></li> </ul>
<b>Project Closeout</b>	<ul style="list-style-type: none"> <li>• <b>Architect shall prepare the Certificate of Substantial Completion.</b> The complete punch list for all disciplines must be attached to the Certificate of Substantial Completion. The punch list shall include the dollar value of the work yet to be completed. The Certificate of Substantial Completion should indicate the expected date of Final Completion which shall be no greater than forty-five (45) days from the date of Substantial Completion.</li> </ul>
<b>Other Basic Services</b>	<ul style="list-style-type: none"> <li>• Architect shall organize, schedule, and attend meetings that are necessary through all phases of design. Architect shall record and distribute Meeting Minutes for all meetings.</li> <li>• Architect shall provide required DOE forms, Life Cycle Cost Analysis, and Energy Efficiency Analysis during each phase of review, permit documents, and project closeout.</li> <li>• Architect shall prepare interior/exterior Material Color Board for Owner Approval/Construction Manager Use <b>within 60 days of GMP.</b></li> <li>• Architect shall attend DSBPC Board Meeting(s) at the request of the Owner to provide design information or report on issues related to the project.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Architect shall obtain Geotechnical Services for the project on behalf of the Owner. The Owner will NO longer coordinate this service directly.</b></li> </ul>
PCS Guidelines	<ul style="list-style-type: none"> <li>• See PCS Architect /Engineer Deliverable Guidelines for specific project deliverables.</li> <li>• See PCS Design &amp; Specification Guidelines for District Standards.</li> </ul>
Civil Engineering	<b>Basic Services of the Civil Engineer shall include the following:</b>
	<ul style="list-style-type: none"> <li>• Review Project Geotechnical and Survey Information. Coordinate as required.</li> <li>• Prepare Contract Documents (Drawings and Specifications) and Permit Submittals in accordance with local municipal, County, State, and Federal governing agency requirements.</li> <li>• Attend Pre-Application Meetings and Coordinate with Regulatory Agencies (SWFWMD, ACOE, DEP, NPDES, DRC, BOCC, Municipality Permitting, Right of Way, Utilities, etc.) as required to process and obtain permits in a timely manner.</li> <li>• Provide Construction/Contract Administration (RFI's, Submittal/Shop Drawing/Test Report Review, Regular Construction Observation and Inspections, Change Order Review, Normal and Customary attendance at Project Meetings).</li> <li>• Provide coordination with Utility Service Providers.</li> <li>• Provide coordination of Map Control.</li> <li>• Provide Cut and Fill Calculations.</li> <li>• Provide Engineer's Estimate of Cost.</li> </ul>

**Add Service Allowances:** See Add Service Allowances under Fee Breakdown Format attached

**Reimbursables:**

**Exclusions (Work Not Included):**

**Owner Provided Items:**

**Deliverables:** See Architect/Engineer Deliverables Guideline attached

**Project Schedule:**

**Architect Point of Contact Information:**

**Consulting Engineers Point of Contact Information:**

- Civil
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire Protection
- Other

# Architect/Engineer Fee Breakdown Format

## Basic Services Fee Breakdown (Architectural, Civil, Structural, MEP, and Fire Protection):

Program/Project Verification	05% of total fee
Schematic Design	15% of total fee
Design Development	20% of total fee
Construction Documents	25% of total fee
Bidding & Negotiations	05% of total fee
Construction Administration	25% of total fee
Close Out	05% of total fee

## Add Service Allowances Fee Breakdown (include from list below as applicable):

### Additional Service Allowance (shall be carried for all projects at 5.00% of Basic Services Fee):

- Feasibility Studies, Programming, and/or Master planning
- LEED/Green Globes Certification
- Phase I Environmental Site Assessment
- Site Studies and Special Design Services (watershed drainage modeling, wetland delineation and survey, wetland impact assessment, wetland mitigation, sanitary lift station design)
- Gopher Tortoise Survey, Permitting, and Removal
- Geotechnical Investigations and Reports
- Site Surveying Services (Topo and Boundary)
- Utility Identification, Location, and Coordination (Electricity, Water, Sanitary, Gas, Telecommunications, Fire, etc.)
- Traffic Analysis, Studies, and Counts
- Aerial/GIS Research
- Off-site Design Not Identified at Time of A/E Agreement
- US Army Corp of Engineers
- Landscape Design
- Food Service Design
- Owner Initiated Scope Increase Requiring Additional Design
- Scope Sanitary and Storm lines (existing buildings)
- Preliminary T&B Analysis (existing buildings)
- Health Department Review and Permitting (**required for all New Construction projects & Concessions Stands**)
- Furniture Selection & Coordination Services

### Note:

**Each Add Service Allowance REQUIRES BACKUP with a fee breakdown for review and approval. A 10% markup is permitted by the A/E when the service is from another Consultant. All Add Service Allowances are NOT TO EXCEED. Exception: Items known to have a predetermined fixed fee (i.e. permit application fees, LEED certification fees, etc.) and are not permitted to have markup. If backup is NOT provided with the Architect's Fee Proposal ... Backup must be provided with each Invoice where an Additional Service line item is invoiced or payment will be withheld.**

## Reimbursable Expenses

The following shall be permitted with backup invoices: Express and messenger charges, postage, reproduction costs applicable to the project, such as blueprinting, photocopying, photographs, printing, binding, etc. **Mileage and meals are NOT permitted reimbursable expenses.**

## Supplemental Services | Responsibility

Please include a completed Supplemental Services Responsibility Table in your Fee Proposal (See Appendix for Table Format).

# Architect/Engineer Invoice Format

<b>TO:</b>  District School Board of Pasco County  Construction Services and Code Compliance 11839 Treebreeze Drive New Port Richey, FL 34654  <b>Attn: (Insert Project Coordinator Name)</b>	<b>FROM:</b>  (Insert Architect/Engineer Firm Name) (Insert Project Name)  Contract No.:            xxxxxxx PO No.:                    xxxxxxx
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Phase of Service	Phase %	Phase Fee	PC Approved Adjustments	Revised Phase Fee	% Due	Amt Due to Date	Previously Billed	Unpaid Invoices	Due This Invoice
<b>Basic Services</b>									
Program/Project Verification	5%	\$5,000.00		\$5,000.00	100.00%	\$5,000.00	\$500.00		\$4,500.00
Schematic Design	15%	\$15,000.00		\$15,000.00	0.00%	\$0.00			\$0.00
Design Development	20%	\$20,000.00		\$20,000.00	0.00%	\$0.00			\$0.00
Construction Documents	25%	\$25,000.00		\$25,000.00	0.00%	\$0.00			\$0.00
Bidding/Negotiation	5%	\$5,000.00		\$5,000.00	0.00%	\$0.00			\$0.00
Construction Administration	25%	\$25,000.00		\$25,000.00	0.00%	\$0.00			\$0.00
Close Out	5%	\$5,000.00		\$5,000.00	0.00%	\$0.00			\$0.00
<b>Totals</b>	<b>100%</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>100%</b>	<b>\$5,000.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>
<b>Add Service Allowances</b>									
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
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Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
<b>Totals</b>	<b>-</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTALS</b>		<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>		<b>\$5,000.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>

Recommended for Payment by:

\_\_\_\_\_

(Insert PC Name), Project Coordinator

# Architect/Engineer Deliverables Guidelines

The purpose of these Guidelines are to outline the requirements of the project deliverables. The Guidelines do NOT modify the scope of work or contractual obligations of the Agreement between the Owner and Architect/Engineer (A/E) or the Agreement between the Owner and Construction Manager (CM).

## Project Management

### Communications

The A/E shall schedule all necessary design review, coordination, and scope related meetings to obtain necessary project information to maintain project progress and completion.

The A/E shall record the minutes of all scheduled meetings, conference calls, and presentations. Minutes shall be distributed within 7 days of meeting date.

### Project Schedule

The A/E shall supply a project schedule and be responsible for updating the schedule at the commencement of each deliverable phase demonstrating compliance with the established project completion dates. Project Schedule shall denote Submittal Deliverable Dates to the Owner for each phase and include one-week minimum Owner Review period for Schematic Design and two weeks minimum for Design Development, Construction Documents, and Permit Review.

### Email Correspondence

The Architect/Engineer shall format all email Subject Lines with the school initials followed by subject of email (i.e., **AES** = Anclote Elementary School, **BPMS** = Bayonet Point Middle School, River Ridge High School (RRHS)). If you are not sure of the school initials, verify with your Project Coordinator.

## Contract Documents

Provide contract documents as outlined within the Architect/Engineer Deliverables Guidelines for Schematic Design, Design Development, Construction Documents, and Final Construction Documents; also complying with [SREF 2017 - State Requirements for Educational Facilities](http://www.fldoe.org/edfacil/): <http://www.fldoe.org/edfacil/>.

**The Architect/Engineer shall be required to complete all required SREF document forms including, but not limited to, the following:**

OEF LCCA	Life Cycle Cost Analysis Form ( <u>Required at Schematic Design phase</u> )
OEF 208a	Facility Space Chart/Net and Gross Square Footage Form ( <u>Required at DD and CD phases</u> )
OEF 208	Letter of Transmittal (Required at Construction phase)
OEF 110a	Project Implementation Information Form (Required at CD phase for projects greater than \$300,000.00)
OEF 110b	Certificate of Occupancy Form (Required at Construction phase)
OEF 209	Certificate of Final Inspection Form (Required at Construction phase)

# Schematic Design

Provide architectural documents that establish the conceptual design, demonstrating scale and relationship of the project components. The Schematic Design Deliverable shall include, but not be limited to the following:

## Architectural

### Program Verification

Confirm and/or establish building program can be accommodated (when applicable)

### Site Plan

- Depict the entire site showing relationships of all site components.
- Graphically differentiate between new and existing construction and areas to be remodeled/renovated.
- Show existing and proposed parking areas with labeled space counts for each.
- Show existing and proposed walks and covered walkways.
- Show portable classroom locations (differentiate between existing portables, future portables, and those required by construction).
- Indicate proposed method of storm water management.
- Indicate proposed method of environmental management.

### Floor Plans

1/8-inch scale floor plan(s) labeled with Room Name and Room Square Footage.

### Elevations

To scale elevations.

### Design Narratives

Provide design narratives for Civil, Architectural, Structural, and MEP&FP, & Telecom Systems outlining the proposed major building components and systems.

### Project Schedule (See Project Management Requirements)

**This package shall be submitted in hard copy and electronic email format per the following:**

- (1) Project Program – Verified
- (3) printed sets of drawings (11x17 format minimum)
- (1) Adobe PDF file (documents shall be combined into a single bookmarked file)
- (1) OEF LCCA - Life Cycle Cost Analysis Form (if required)



# Design Development

Provide contract documents that further define and develop the approved schematic design and major building components and systems. Drawings MUST be setup using the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents). Drawing sheets shall be 24x36 unless otherwise approved by the Owner. The Design Development Deliverable shall include, but not be limited to the following:

## Site Survey

Incorporate property boundary survey and topographical information (if required).

## Geotechnical

Incorporate geotechnical recommendations (if required).

## Civil

- Depict the entire site showing relationships of all site components.
- Graphically differentiate between new and existing construction and areas to be remodeled/renovated.
- Show existing and proposed parking areas with labeled space counts for each.
- Show existing and proposed walks and covered walkways.
- Show portable classroom locations (differentiate between existing portables and those required by construction).
- Show preliminary environmental controls.
- Show preliminary locations and depths of storm water retention area(s).
- Show preliminary utilities inclusive of points of connection (identify potential conflicts).
- Show grading and all permanent features to be constructed on site.
- Lateral and transverse sections through the site.

## Architectural

### Site Plan

- Elaboration of Site Plan requirement denoted under Schematic Design.
- Graphically depict the project phases and dependencies (if applicable).
- Show building overhangs.
- Show fencing existing and proposed.
- Show all building entries and associated permanent walkways and hardscape.
- Show all service related site components (receiving, loading, fire lane, dumpsters, recycling, etc.).

### Floor Plans

- Provide overall floor plans.
- Provide Life Safety floor plans.
- 1/8-inch scale floor plan(s) labeled with Room Name, Room Number, and dimensions.  
**Submit to Project Coordinator for Planning Department Review (See Appendix Document denoted FISH Plans and Space Chart Submittal Requirements).**
- Graphically differentiate between new and existing construction and areas to be remodeled/renovated. Provide detailed Phasing Plans as required.
- Label wall partitions, door and window tags, interior and exterior elevation tags, enlarged plan tags, etc.
- Show plumbing fixtures with confirmed fixture counts and toilet partition layouts.
- Show major furniture, equipment, and casework layouts.
- Show preliminary kitchen plan (if applicable). Setup Coordination Meeting with PCS Kitchen Consultant.
- Show preliminary roof plan(s).

### Elevations

To scale elevations indicating primary building materials.

## Interior Elevations

To scale interior elevations indicating primary materials and/or special features.

## Building Sections

Show building sections.

## Wall Sections

Show typical wall section.

## Schedules

Preliminary Room Finish, Door, and Window Schedules.

## Structural

- Preliminary foundation plans with footing schedule.
- Preliminary floor and/or roof framing plans with member sizes and columns.

## Mechanical

- 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
- Graphically differentiate between new and existing construction and areas to be remodeled/renovated. Provide detailed Phasing Plans as required.
- Proposed Site Plan.
- Proposed HVAC ductwork layouts.
- Proposed major equipment layouts.
- Proposed HVAC equipment schedules.
- Proposed controls system.

## Plumbing/Fire Protection

- 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.  
Graphically differentiate between new and existing construction and areas to be remodeled/renovated. Provide detailed Phasing Plans as required.
- Proposed Site Plan.
- Proposed water and sewer line routing (inclusive of elevations).
- Proposed horizontal and vertical services with locations and sizes.
- Proposed fixture layout and schedules.

## Electrical/Systems

- 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.  
Graphically differentiate between new and existing construction and areas to be remodeled/renovated. Provide detailed Phasing Plans as required.
- Proposed Site Plan.
- Proposed electrical service entrance and transformer requirements.
- Proposed location of main switchboard, power panels, and/or equipment panels.
- Proposed location of all lights, power/data outlets, and switching.
- Proposed emergency electrical system.
- Proposed lightning protection.
- Proposed fire alarm system.
- Proposed wireless access points.
- Show preliminary MDF and IDF room layouts.

## Specifications

Specifications with complete project Table of Contents and completed sections for major products, items, and systems for pricing purposes.

## Project Schedule

Provide updated project schedule with established design completion date (See Project Management Requirements).

### **This package shall be submitted in hard copy and electronic format per the following:**

- (1) Project Program – Verified
- (2) printed full size sets of (24x36) drawings
- (1) printed full size set of (24x36) drawings
- (1) printed full size set of (24x36) drawings (ALL Kitchen including MEP's when applicable)
- (2) printed full size set of (24x36) drawings (Mechanical Only)
- (1) printed full size set of (24x36) drawings (Plumbing Only)
- (3) printed full size set of (24x36) drawings (Electrical Only)
- (1) printed (18x24) set of drawings (verify with PC if desired)
- (1) printed specification books
- Adobe PDF Individual Sheet files labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents)
- Adobe PDF File of Telecom Drawing Only (documents shall be combined into a single bookmarked file)
- (1) OEF 208a - Facility Space Chart/Net and Gross Square Footage Form

## Construction Documents

Provide contract documents of sufficient scope for bidding and construction. Drawings MUST be setup using the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents). Drawing sheets shall be 24x36 unless otherwise approved by the Owner. The Construction Documents Phase shall consist of a 50 and 90% submittal (verify with project PC when both are applicable). The documents shall include, but not be limited to the following:

### Civil

- Completed permit drawings as submitted to SWFWMD.

### Landscape

- Completed hardscape and plant material drawings (if part of A/E contract).
- Completed irrigation plan(s) (if part of A/E contract).

### Architectural

#### Site Plan

- Completed Site Plan and all related Site Details showing full scope of Site Work (location and height of fencing, details for sidewalks, ramps, dumpster enclosure, gates, bollards, etc.).
- Coordinated area where temporary buildings and/or structures shall be located with associated utilities.
- Identify phasing (if applicable).

#### Floor Plans

- Completed Life Safety.
- Completed 1/8-inch scale floor plan(s) labeled with Room Name, Room Number, and dimensions.
- Completed detailed Phasing Plans (if applicable).
- Completed labeled wall partitions, door and window tags, interior and exterior elevation tags, enlarged plan tags, building section cuts, wall section cuts, detail cuts, etc.
- Completed major furniture, equipment, and casework layouts.
- Completed kitchen plan and equipment schedule(s) (if applicable).

- Completed roof plan(s) and details.
- Completed finish and floor pattern plans.

### **Elevations**

Completed elevations indicating primary building materials and showing all coordinated MEP items (lights, speakers, security cameras, louvers, scuppers, etc.).

### **Interior Elevations**

Completed interior elevations indicating primary materials and/or special features.

### **Building Sections**

Completed building sections.

### **Wall Sections**

Completed wall sections.

### **Schedules**

Completed Room Finish, Door, Window, and Room Signage Schedules.

### **Structural**

- Completed foundation plans with footing schedule.
- Completed floor and/or roof framing plans with member sizes and columns.
- Completed structural details.

### **Mechanical**

- Completed 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
- Completed Phasing Plans (if applicable).
- Completed Site Plan.
- Completed HVAC ductwork and/or piping layouts.
- Completed equipment layouts.
- Completed HVAC equipment schedules.
- Completed controls system description.

### **Plumbing/Fire Protection**

- Completed 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
- Completed Phasing Plans (if applicable).
- Completed Site Plan with Civil connections, future portable stub outs, etc.
- Completed water and sewer line routing (inclusive of elevations).
- Completed horizontal and vertical services with locations and sizes.
- Completed fixture layout and schedules.

### **Electrical/Systems**

- Completed 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
- Completed Phasing Plans (if applicable).
- Completed Site Plan with electrical service entrance, transformer(s) site lighting, future portables stub outs, etc.
- Completed location of main switchboard, power panels, and/or equipment panels.
- Completed lighting, power/data, and switching plans.
- Completed emergency electrical system, lightning protection, and fire alarm systems.
- Completed MDF and IDF room layouts.

## Specifications

Completed project Specifications (all disciplines).

## Project Schedule

Provide updated project schedule with established design completion date (See Project Management Requirements).

**\*\*\* The 90% Construction Document Deliverable shall be fully complete and coordinated by all Disciplines for Review by PCS Building Official and Fire Marshall PRIOR to submitting the Signed/Sealed Permit Drawings. AOR/EOR to ensure all previous drawing review comments are verified to be included \*\*\***

**Written Comment Responses are REQUIRED for Fire Official Comments.**

**This package shall be submitted in hard copy and electronic format per the following:**

- (3) printed full size sets of (24x36) drawings
- (1) printed full size set of (24x36) drawings (ALL Kitchen including MEP's when applicable)
- (2) printed full size set of (24x36) drawings (Mechanical Only)
- (1) printed full size set of (24x36) drawings (Plumbing Only)
- (2) printed full size set of (24x36) drawings (Electrical Only)
- (1) printed (18x24) set of drawings (verify with PC if desired)
- (1) printed specification books
- Adobe PDF Individual Sheet files labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents)
- Adobe PDF File of Telecom Drawing Only (documents shall be combined into a single bookmarked file)
- (1) Letter from EOR denoting approval from local utility company for transformer location(s).
- (1) Copy of Permit Application Letters for Storm Water and/or Environmental Permits or Letter from EOR certifying these permits are not required.
- (1) OEF 208a - Facility Space Chart/Net and Gross Square Footage Form

## Permit Documents

**This package shall be submitted in hard copy and electronic format per the following:**

- (3) printed full size set of (24x36) drawings (Signed/Sealed)
- (1) printed full size set of (24x36) drawings (ALL Kitchen related drawings including MEP's when applicable – not signed/sealed)
- (1) printed (18x24) set of drawings (verify with PC if desired)
- (3) printed specification books (Signed/Sealed)
- Adobe PDF Individual Sheet files labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents)
- (1) FL Energy Efficiency Code Energy Calculation Form (Signed/Sealed)
- (1) OEF LCCA – Life Cycle Cost Analysis Form (Signed/Sealed)
- (1) OEF 208a - Facility Space Chart/Net and Gross Square Footage Form (Signed/Sealed)
- (1) OEF 110a – Project Implementation Form (Signed/Sealed)
- (1) Architect Certification of Code Compliance (Signed/Sealed)
- (1) Jump Drive with ACAD formatted files for Permit Contract Documents.
  - All Sheet files shall be bound to include all sheet specific data.
  - CAD files shall be Individual Sheet files labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents).

# Shop Drawing Submittal Checklist for Owner Review

The following Submittal Checklist reflect Shop Drawings that require Construction Services & Code Compliance and Maintenance Department review. The equipment items reflected on this list typically change yearly and are standard components that need to be consistent throughout the District. When Submittals are distributed to the A/E a copy shall also be submitted to the Project Coordinator for review/distribution. **BEFORE** the Architect (and/or) their Consultants provide comments back to the CM you must request the Owner's Comments. Owner Comments, if any, will be sent back to the Architect for them to incorporate with their comments back to the CM (all team members will be copied).

## Shop Drawing Submittal Checklist

### Door Hardware

Hardware Schedule & Cutsheets

### Paint

Paint Product Data

### Lockers

Locker Layout Drawings & Numbering

### Signage

Signage Schedule & Elevations

### Musical Instrument Casework

Musical Instrument Casework – Layout Drawings

### Food Service

Food Service Equipment - Product Data & Layout Drawings

Cooler/Freezer - Product Data & Layout Drawings

Kitchen Hoods - Product Data & Layout Drawings

### Fire Suppression System

Fire Suppression – Product Data

Fire Suppression – Layout Drawings (Signed/Sealed)

Fire Suppression – Calculations (Signed/Sealed)

### Plumbing

Plumbing Fixtures - Product Data

### HVAC

Pumps – Product Data

Chillers – Product Data

Air Handling Units – Product Data

Control System – Product Data & Sequence of Operation

Variable Frequency Drives – Product Data

### Electrical

Lighting Fixture (Interior) – Product Data

Lighting Fixture (Exterior) – Product Data

Lighting Fixture (MP/Drama/Stage) – Product Data

Lighting Fixture (Athletic) – Product Data

Switchgear - Product Data

Generators - Product Data

### Communications

Local Area Network/Telephone – Product Data & Layout Drawings

CATV System – Product Data & Layout Drawings

Projectors – Product Data

Projection Screens – Product Data & Layout Drawings

TV's – Product Data

### Electronics & Electronics Safety/Security

Public Address System (Building) – Product Data & Layout Drawings

Public Address System (MP/Dining) – Product Data & Layout Drawings

Public Address System (Play Court/Parent Drop Off) – Product Data & Layout Drawings

Public Address System (Gym) – Product Data & Layout Drawings

Sound System – Product Data & Layout Drawings

Master Clock System – Product Data & Layout Drawings

Access Control System – Product Data & Layout Drawings

Security System – Product Data & Layout Drawings

Video Surveillance - – Product Data & Layout Drawings

### Fire Alarm and Smoke Detection System

Fire Alarm – Product Data

Fire Alarm – Layout Drawings (Signed/Sealed)

# Project Completion Requirements

## Substantial Completion

On the date of **Substantial Completion**, the Architect will provide the Owner with (3) hard copies of the Certificate of Substantial Completion with full punch list attached for all applicable disciplines. The Certificate must include an estimated value to correct incomplete or defective items on the list. **At Substantial Completion the punch list should Not contain any scope items.** The Construction Manager will then have 45 days to complete the punch list items. At which point, the building will be occupied.

## Final Completion

**Final Completion** will be 45 days from Substantial Completion. Punchlist Items shall be completed in advance of Final Completion.

## Closeout

The Construction Manager will provide the Owner with all required items on the Project Close-out checklist/guidelines document 90 days after Final Completion.

# SREF | Florida Statutes | PCS Board Policy

## 2021 Florida Statute Chapter 1013 Early Learning – 20 EDUCATION CODE EDUCATIONAL FACILITIES

### FS 1013.385 - School District Construction Flexibility

- (1) **A district school board may, with a majority vote at a public meeting that begins no earlier than 5 p.m., adopt a resolution to implement one or more of the exceptions to the educational facilities construction requirements provided in this section.**
- (2) **A resolution adopted under this section may propose implementation of exceptions to requirements of the uniform statewide building code for the planning and construction of public educational and ancillary plants adopted pursuant to ss. 553.73 and 1013.37 relating to:**
  - (a) Interior non-load-bearing walls, by approving the use of fire-rated wood stud walls in new construction or remodeling for interior non-load-bearing wall assemblies that will not be exposed to water or located in wet areas.
  - (b) Walkways, roadways, driveways, and parking areas, by approving the use of designated, stabilized, and well-drained gravel or grassed student parking areas.
  - (c) Standards for relocatables used as classroom space, as specified in s. 1013.20, by approving construction specifications for installation of relocatable buildings that do not have covered walkways leading to the permanent buildings onsite.
  - (d) Site lighting, by approving construction specifications regarding site lighting that:
    1. Do not provide for lighting of gravel or grassed auxiliary or student parking areas.
    2. Provide lighting for walkways, roadways, driveways, paved parking lots, exterior stairs, ramps, and walkways from the exterior of the building to a public walkway through installation of a timer that is set to provide lighting only during periods when the site is occupied.
    3. Allow lighting for building entrances and exits to be installed with a timer that is set to provide lighting only during periods in which the building is occupied. The minimum illumination level at single-door exits may be reduced to no less than 1 foot-candle.
  - (e) Any other provisions that limit the ability of a school to operate in a facility on the same basis as a charter school pursuant to s. 1002.33(18) so long as the regional planning council determines that there is sufficient shelter capacity within the school district as documented in the Statewide Emergency Shelter Plan.

History.—s. 35, ch. 2016-237; s. 44, ch. 2018-6; s. 22, ch. 2019-23.

### FS 1002.33 - Charter Schools, 18 Facilities

... Charter Schools, with the exception of conversion charter schools, ARE NOT REQUIRED TO COMPLY, by may choose to comply, with the State Requirements for Educational Facilities of the Florida Building Code adopted pursuant to FS 1013.37.

\*\* Discussion should take place with Director of Construction Services regarding this Statute's Applicability to your current project \*\*



# Pasco County Schools

Providing a world-class education for all students

**Kurt S. Browning, Superintendent of Schools**

## Appendix







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## Building Permit Document Requirements

Date

|Project Name

|Address

### Hard Copy Documents

- Three (3) copies of the Phase III documents/specifications, signed and sealed by the Architect/Engineer. To include:
  - Civil Documents including identification of flood zones & Fire Service Plan
  - Life Safety Documents
  - Structural documents including wind load identification
  - Architectural documents including public accessibility requirements
  - FISH data sheet
  - Electrical documents
  - Plumbing documents
  - Mechanical documents
  - Fire Alarm System Documents

### Electronic Documents

- Energy Calculation Form, if applicable (signed/sealed)
- Life Cycle Cost analysis report, if applicable (signed/sealed)
- Facilities Space Chart/Net Gross Square Footage Chart (208A) (signed/sealed)
- Architect certification of code compliance (signed/sealed)
- Architect and Engineer response to the Phase III mandatory issues
- Threshold inspection plan, if applicable, (signed/sealed)
- One (1) Electronic (CD; AutoCAD Format) copy of ALL documents submitted**  
**See A/E Guidelines Format Requirements for CAD file Naming**
- One (1) copy of the Prime Contractor's Workmen's Comp and General Liability Insurance Policy
- One (1) copy of the Prime Contractor's State Certified License

***Insert Architects Letterhead***

PROJECT STATUS REPORT NO: 01

INSERT SCHOOL NAME

INSERT SCHOOL ADDRESS

**DATE:** xx/xx/16

**WORK IN PROGRESS:**

Briefly provide general overview of Work in Progress.

**OBSERVATIONS:**

Briefly provide general observations.

**OPEN ISSUES:**

Briefly describe major open issues at current stage of the project.

**CM / ACTION:**

Briefly describe outstanding and/or major CM Action items at current stage of the project.

**OWNER / ACTION:**

Briefly describe outstanding and/or major Owner Action items at current stage of the project.

**DESIGN TEAM / ACTION:**

Briefly describe outstanding and/or major Design Team Action items at current stage of the project.

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Prepared by: Architects Name  
Copy: PCS Director of Construction, PCS Project Coordinator, PCS EFI, other primary team members



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## FISH Plans & Space Chart Submittal Requirements

### Plans

1. Submit separate set of floor plans dedicated to FISH information as part of Project Plan Set
2. Plans shall be submitted in Portable Document Format (PDF)
3. Each room shall contain the following information
  1. Building number and room number
  2. Facility Space Name\*
  3. Net square feet
4. Room names may be abbreviated when small rooms do not allow complete wording, but the meaning of the room shall be obvious.
5. All information must be legible, and of uniform font size and style

### Space Chart

Use OEF Facilities Space Chart/ Net Gross Square Footage (OEF 208A) \*\*

- A. Facility Space Name\*
- B. SREF Design Code\*
- C. Space Number (Building number and room number)  
-Room numbers shall be listed in numerical order
- D. Net Square Footage of Space
- E. Design Occupant Capacity (only for rooms that carry student stations)
- F. Net Square Footage Circulation Walls/Overhangs where applicable

\*Information entered into Facility Space Name and SREF design code shall use SREF 6.1 *Size of Space and Occupant Design Criteria Table* located at: <http://www.fldoe.org/core/fileparse.php/7738/urlt/srefrule14.pdf> (Refer to [pages 103-121 of PDF](#))

\*\* <http://www.fldoe.org/edfacil/formsplanreview.asp>

Please contact the Department of Planning Services at 727-774-7970 for questions.

**Pasco County Schools**  
**Construction Drawing Discipline Label and Numbering Details**

Drawing Type	Letter Prefix	Numbering	Numbering Notes	Area Designations	Area Notes
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<b>Civil</b>	C	1.0			
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**Landscaping**

Landscaping Plan Overall	L	1.0			
Landscaping Enlarged Plans	L	1.1			
Landscaping Details	L	2.1			

**Architectural Site**

Architectural Site Plan Overall	AS	1.0			
Architectural Site Enlarged Plans	AS	1.1			
Architectural Site Details	AS	2.1			

**FISH Plans**

FISH Overall Plan	F	1.0			
FISH Plans	F	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1

**Life Safety**

Life Safety Overall Plan	LS	1.0			
Life Safety Plans	LS	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1

**Phasing Plans (as applicable)**

Phasing Overall Plan	PH	1.0			
Phasing Plans	PH	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1

**Demolition Plans (as applicable)**

Demolition Overall Plan	D	1.0			
Demolition Plans	D	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1

**Architectural**

Architectural Notes	A	0.1			
Architectural Overall Plan	A	1.0			
Architectural Plans	A	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Dimension Plans	AD	2.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Equipment & Furniture Plans	A	3.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Food Service	FS	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Reflected Ceiling Plans	A	4.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Roof Plans	A	5.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Exterior Elevations	A	6.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Wall Sections	A	7.1			
Stair Plans	A	8.1			
Interior Sections & Details	A	9.1			
Door & Frame Schedule	A	10.1			
Window Elevations	A	11.1			
Enlarged Plans & Details	A	12.1			
Interior Elevations	A	13.1			
Casework Elevations & Details	A	14.1			
Finish Schedule & Details	A	15.0			
Finish Plans	A	15.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Signage	A	16.1			

**Structural**

Structural Notes	S	0.1			
Structural Site	SS	1.1			
Structural Foundation Plans	S	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Structural Floor Framing	S	2.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Structural Roof Framing	S	5.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Structural Wall Sections	S	7.1			

**Plumbing**

Plumbing Notes	P	0.1			
Plumbing Sitework	PS	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Plumbing Plans	P	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Plumbing Riser Diagram	P	2.1			

**Mechanical**

Mechanical Notes	M	0.1			
Mechanical Sitework	MS	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Ductwork/HVAC Floor Plans	M	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Control Diagrams - HVAC	M	2.1			
Details - HVAC	M	3.1			
Schedules - HVAC	M	4.1			

**Fire Protection**

Fire Protection Notes	FP	0.1			
Fire Protection Sitework	FPS	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Fire Protection Plans	FP	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1

**Electrical**

Electrical Notes	E	0.1			
Electrical Sitework	ES	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Lighting Plans	E	1.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Power & Data Plans	E	2.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Systems Plans	E	3.1	"1" in ".1" represents Building #1	A	"A" represents Area of Building #1
Riser Diagrams	E	4.1			
Fixture Schedule	E	5.1			
Panel Schedules	E	6.1			

**Fire Alarm**

Fire Alarm Legends/Notes/Indexes/Symbols	FA	0.1			
Fire Alarm Plans	FA	1.1			

**Drawing Size 36 x 24**

# Architect's Affidavit

That The Contract Documents Comply With The Current Florida Building Code

**Instructions:** This affidavit shall be submitted by the Architect of Record and accompany contract documents submitted for permitting to the Pasco County Public Schools Building Official.

I, as Architect of Record for the project for Pasco County Public Schools, do hereby certify that to the best of my knowledge, the construction plans and specifications conform to the Florida Building Code and that requirements as to egress, type of construction and general arrangement and the design complies with the code as to strength, stresses, strains, loads and stability of the structural system.

PROJECT NAME:

\_\_\_\_\_

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

(SEAL)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, Type, or Stamp

State of \_\_\_\_\_

Commissioned Name of Notary

Personally Known \_\_\_\_\_ Or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	
§ 4.1.1.2 Multiple preliminary designs	
§ 4.1.1.3 Measured drawings	
§ 4.1.1.4 Existing facilities surveys	
§ 4.1.1.5 Site evaluation and planning	
§ 4.1.1.6 Building Information Model Management responsibilities	
§ 4.1.1.7 Development of Building Information Models for post construction use	
§ 4.1.1.8 Civil engineering	
§ 4.1.1.9 Landscape design	
§ 4.1.1.10 Architectural interior design	
§ 4.1.1.11 Value analysis	
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	
§ 4.1.1.13 On-site project representation	
§ 4.1.1.14 Conformed documents for construction	
§ 4.1.1.15 As-designed record drawings	
§ 4.1.1.16 As-constructed record drawings	
§ 4.1.1.17 Post-occupancy evaluation	
§ 4.1.1.18 Facility support services	
§ 4.1.1.19 Tenant-related services	
§ 4.1.1.20 Architect's coordination of the Owner's consultants	
§ 4.1.1.21 Telecommunications/data design	
§ 4.1.1.22 Security evaluation and planning	
§ 4.1.1.23 Commissioning	
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	
§ 4.1.1.25 Fast-track design services	
§ 4.1.1.26 Multiple bid packages	
§ 4.1.1.27 Historic preservation	
§ 4.1.1.28 Furniture, furnishings, and equipment design	
§ 4.1.1.29 Other services provided by specialty Consultants	
§ 4.1.1.30 Other Supplemental Services	

**PASCO COUNTY HEALTH DEPARTMENT**  
**APPLICATION FOR GROUP CARE CERTIFICATE**

EHD # \_\_\_\_\_

NAME OF ESTABLISHMENT \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_ (CELL) \_\_\_\_\_

AGENT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**FACILITY INFORMATION**

NEW \_\_\_ REMODELED \_\_\_ STRIP STORE \_\_\_ FREE STANDING \_\_\_ TYPE OF FACILITY \_\_\_\_\_

1. Is approved public water system available? Yes \_\_\_ No \_\_\_  
 If yes, Name of Utility Company \_\_\_\_\_

If no, D.O.H./D.E.P. Drinking Water Permit # \_\_\_\_\_ Expiration Date \_\_\_\_\_

2. Is approved central sewage disposal system available? Yes \_\_\_ No \_\_\_  
 If yes, Name of Utility Company \_\_\_\_\_

If no, OSTDS permit # \_\_\_\_\_ Date of Application \_\_\_\_\_ Date of Approval \_\_\_\_\_

**TYPE OF OPERATION REQUESTED**

\_\_\_ Adult Family Care Home \_\_\_ ALF \_\_\_ Day Care (Child/Adult/Family) \_\_\_ School (Private/Public)  
 \_\_\_ Other (Please Specify) \_\_\_\_\_ Food prep on site: \_\_\_ Full \_\_\_ Limited \_\_\_ None

Proposed capacity: \_\_\_ Previous Number authorized: \_\_\_ Date: \_\_\_ Number of Swimming Pools: \_\_\_

Days of operation: \_\_\_ Time Open: \_\_\_ Time Closes: \_\_\_ After School? Y or N / NA

	<b><u>TOILETS</u></b>	<b><u>URINALS</u></b>	<b><u>LAVATORIES</u></b>	<b><u>SHOWERS</u></b>	<b><u>STAFF TOILETS</u></b>
Male	___	___	___	___	___
Female	___	___	___	___	___
Unisex	___	___	___	___	___

I, the undersigned authorized owner/agent for this proposed facility; request that this application be reviewed for compliance with all applicable rules and regulations.

Signature of owner/agent: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

OSTDS permit # \_\_\_\_\_ Dated \_\_\_\_\_ Approved By (Inspector) \_\_\_\_\_ Date \_\_\_\_\_

Drinking Water Permit # \_\_\_\_\_ Approved By (Inspector) \_\_\_\_\_ Date \_\_\_\_\_

Authorized Capacity: \_\_\_\_\_ Approved by (Group Care Inspector) \_\_\_\_\_ Date \_\_\_\_\_

Food Svc Cert. #51-48- \_\_\_\_\_ Type: \_\_\_ Status Code: \_\_\_ Appr'd by (Food Service Inspector) \_\_\_\_\_ Date \_\_\_\_\_

Group Care Cert #51-51- \_\_\_\_\_ Type: \_\_\_ Billing Code: \_\_\_ GC Type: \_\_\_ Status Code: \_\_\_ Entered by (Clerk) \_\_\_\_\_ Date \_\_\_\_\_



## Life Safety Items Required at Substantial Completion

1. **Fire Hydrants**
  - a. 8.5 x 11 site plan showing the location of any new Fire Hydrants Installed as part of the scope highlighting the locations.
  - b. A copy/copies of the flow test results report. Showing the date of inspection and the make, model and serial # information.
2. **Fume Hoods**
  - a. A list of any new hoods installed and their locations (Building # & Room #).
  - b. A list of any existing hoods removed and not replaced.
  - c. A copy of the fume hood certification report, showing the date of the inspection and the make, model and serial # information.
3. **Fire Extinguishers**
  - a. The number of new extinguishers installed as part of the scope.
  - b. The number of old extinguishers removed, and not replaced.
  - c. The date of the certification/inspection on the tag.
4. **Fire Sprinkler Systems**
  - a. 8.5 x 11 site plan showing the location of any new risers installed as part of the scope, highlighting the locations, with a description of the system type.
  - b. 8.5 x 11 site plan showing the location of any new fire pump installed as part of the scope, highlighting the location.
  - c. 8.5 X 11 site plan showing the location of any new fire backflow installed as part of the scope, highlighting the locations and sizes.
  - d. Copy/Copies of the backflow certification reports showing the date of inspection.
5. **Domestic Backflows**
  - a. 8.5 X 11 Site plan showing the location of any new domestic backflow installed as part of the scope, highlighting the locations and sizes.
  - b. Copy/Copies of the certifications report showing the date of inspection and the make, model and serial # information.
6. **Bleachers and Stadiums**
  - a. List of locations of bleachers and stadiums with brief descriptions.

SD 01/08/2024