

STAKEHOLDER DESIGN REVIEW CHECKLIST

Project Name _____

Stakeholder	Printed Name	Initials	System/Areas	Comments	Date
Facilities Coordination					
UDC/Phy. Plant			01 14 13 Access to Site /Parking		
UDC/Phy. Plant			01 31 14 Fac. Svcs. Coord.		
UDC/Phy. Plant			01 31 14.1 Fac. Svcs. Coord.-- Covid 19		
UDC/Phy. Plant			01 56 00 Temp. Barriers & Enclosures		
UDC/Phy. Plant			01 77 00.1 Final Cleaning		
Existing Conditions					
Phys. Plant			Facilities Assessment		
Mechanical Systems					
Phys. Plant			Chillers		
Phys. Plant			Pumps		
Phys. Plant			Hydronic Piping		
Phys. Plant			Ductwork		
Phys. Plant			Boilers		
Phys. Plant			VFDs		
Phys. Plant			Maintenance Access		
Phys. Plant			HVAC Controls		
Phys. Plant			Commissioning		

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Mechanical Systems, Cont'd					
Phys. Plant			Chemical Treatment		
Phys. Plant			Mechanical Room SF & Access		
Phys. Plant			Access to Rooftop		
Electrical Systems					
Phys. Plant			Lighting Controls		
Phys. Plant			Maintenance Access		
Phys. Plant			Circuit Labelling		
Phys. Plant			Signage Elect./Data Outlet Placement Coordination		
Phys. Plant			Distribution		
Plumbing Systems					
Phys. Plant			Plumbing Fixtures		
Phys. Plant			Maintenance Access		
Phys. Plant			Isolation Valves		
Phys. Plant			Piping Systems		
Building Envelope					
Phys. Plant			Roof		
Phys. Plant			Windows		
Phys. Plant			Cladding		

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Interior					
Phys. Plant			Paint		
Phys. Plant			Flooring		
Phys. Plant			Ceiling grid & tile		
Phys. Plant			Room numbering		
Fire Alarm					
Phys. Plant			Homerun to dispatch		
Custodial					
Phys. Plant			Custodial closets		
Phys. Plant			Restroom fixture installation & supplies		
Phys. Plant			Final Cleaning		
Materials Handling					
Phys. Plant			Moving prior to construction		
Phys. Plant			Moving after construction		
Phys. Plant			AV/Computer Moving Coordination		
Site Work					
Grounds			Laydown		
Grounds			Site Drainage		
Grounds			Plantings		

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Site Work, cont's					
Grounds			Species		
Grounds			Plant separation		
Grounds			Turf		
Grounds			Top soil		
Grounds			Irrigation		
Grounds			Lighting		
Grounds			Loading dock		
Grounds			Dumpster location		
Grounds			Building Access		
Grounds			Pedestrian Access		
Grounds			Vehicular Access		
Grounds			Exterior Signage		
Building & Site Safety					
Public Safety			Laydown		
Public Safety			Contractor Parking		
Public Safety			Hardened areas		
Public Safety			Police & fire access		
Public Safety			Knox Box		
Public Safety			Exterior Lighting		
Public Safety			Cameras		

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Building & Site Safety, cont'd					
Public Safety			Fire Extinguishers		
Public Safety			Pedestrian Access		
Public Safety			Blue light phones		
Public Safety			Vehicular Access		
Public Safety			Parking		
Public Safety			IT/Camera cabling coordination		
Door Hardware & Building Security					
Locksmith			Keying/Room Assignment		
Locksmith			IT/Door access coordination		
Locksmith			Hardware Schedule		
Locksmith			Electronic access		
Locksmith			Keying protocol		
Information Technology & Audio/visual					
IT			IT/Door access coordination		
IT			IT/Camera cabling coordination		
IT			IT/Fire Alarm coordination		
IT			AV/Computer Moving Coordination		
IT			Signage Elect./Data Outlet Placement Coordination		

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Information Technology & Audio/visual, cont'd					
IT			Furnishings Coordination		
IT			Audio Visual		
IT			Outside plant		
IT			Data rooms		
IT			Pathway		
IT			Data drops		
Space Scheduling					
Registrar & Univ. Facilities			Temporary Facilities		
Registrar & Univ. Facilities			Special Event Scheduling		
Registrar & Univ. Facilities			Classroom Schedule		
Client Services					
End User			Graphics and Signage		
End User			Room Assignments		
End User			Furnishings		
End User			Audio Visual		
End User			Temporary Facilities		
End User			Classroom Schedule		
End User			Special Event Scheduling		

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Stakeholder	Printed Name	Initials	System/Areas	Comments	Date
Client Services, cont'd					
End User			Moving before construction		
End User			Moving after construction		
End User			AV/Computer Moving Coordination		
End User			Final Cleaning		
ADA Access					
Disability Svsc			Pathways		
Disability Svsc			Restrooms		
Disability Svsc			Signage		
Disability Svsc			Services		
Branding					
PR & Mkting			Graphics and Signage		
PR & Mkting			Signage Elect./Data Outlet Placement Coordination		