Ball State University Engineering
Large Project MEP
Design Development Review Checklist
4/28/15

Civil/Site Utilities (not including electrical)

☐ Site Survey Included
☐ Proposed construction fence / project limits shown
☐ Construction staging area(s) shown
☐ Existing storm and sanitary structures shown
☐ Proposed drainage method(s) shown
☐ Existing domestic and fire services shown
☐ Proposed domestic and fire services shown, including vault or pit details
☐ Campus chilled water piping shown
☐ Campus geothermal hot water piping shown
☐ Indiana American Water Company has been contacted and coordinated with
☐ Vectren Gas has been contacted and coordinated with (if required)
☐ Temporary power and water sources shown
☐ Site utility demolition is shown complete

Plumbing and Fire Protection

☐ Demolition shown complete
☐ Services and mains are shown
☐ All equipment shown (pumps, softeners, mixing valves, heaters, backflows etc.)
☐ Preliminary equipment schedule is provided
☐ Preliminary fixture schedule is provided
☐ Unsized branches are shown
☐ Need for fire pump is determined and pump is sized and shown if required
☐ FP system is zoned and hazard classifications are defined
☐ Any special FP system areas are shown (dry, pre-action, chemical etc.)
☐ Any equipment and mains for gas and compressed air systems are shown

Mechanical

☐ Demolition shown complete
☐ Piping and ductwork mains shown
☐ Unsized branch piping and ductwork is shown
☐ All HVAC equipment shown (Pumps, fans, exchangers, filters, coils, terminal units etc)
☐ Preliminary equipment schedules provided
☐ Air and water flow diagrams are shown
☐ Control schematics and sequences of operations are started
☐ Air terminal units are shown
☐ HVAC zoning is shown
☐ Large scale drawings are shown (equipment rooms)
☐ Piping and ductwork chases are shown
☐ Fire and smoke damper locations are shown
Electrical

☐ Demolition shown complete
☐ Electrical site plan is shown including incoming service / feeders and site lighting layout
☐ Incoming telecom services are shown
☐ Riser / single line diagram is shown
☐ Basis of design light fixtures are selected and shown on the fixture schedule
☐ Mechanical equipment requiring electrical power is shown
☐ All device (receps, comm outlets, fire alarm etc) layouts are shown
☐ Light fixture layouts are shown
☐ Emergency distribution system is shown including generator location
☐ Basis of design information on the hazard analysis and coordination study is provided

General

☐ DD level estimate is provided that includes MEP and Site Utility line items
☐ Construction phasing schedule is provided
☐ Confirmation that IAWC, Vectren and BSU have been coordinated with for utilities
☐ Specification table of contents is provided
☐ List of proposed alternate bids is provided
☐ List of proposed variance applications is provided
☐ The Basis of Design (BOD) and Owner's Project Requirements (OPR) is provided
☐ Any Owner furnished items are defined

NOTE: The above list is meant to be used as a tool for both the Consultant and BSU in the preparation and review of the Design Development submittal documents. It is not an all-inclusive list and is not project specific but rather a "one size fits all" minimum requirement for the applicable items on any given projects. Some projects may require submission of additional information and documentation.