

PROJECT WORKSHEET

Project

Location

Owner

Prepared by

Date

Building Code

Construction Type

Occupancy

ADDITIONAL COMMENTS

INSTRUCTIONS FOR USE:

- A. The primary use of this questionnaire is to provide a detailed checklist that will facilitate precise development of specifications with drawings, to ensure that all parties are talking about the same type and quality of building.
- B. Division 01 is a General Project Description which outlines code requirements and basic building parameters, and should be completed by the Project Manager or Project Architect.
- C. Divisions 02 through 50 are arranged according to the CSI/CSC MasterFormat. These items should be completed by designers or other technical personnel as appropriate. This should be done as early in the design stage as possible.
- D. During Schematic Design and early Design Development phases, when detailed information is not available, simply give information which is general in nature; this will serve to define the scope of the project and will give sufficient information to begin a preliminary specification.
- E. When an item or product is specifically selected or the Drawings are detailed around it, identify it by name, type, number, manufacturer, etc. Use additional sheets if required. Whenever possible, include a copy of the catalog page.
- F. Drawings are quantitative; they should show locations of materials, dimensions, and relationship to other components. Specifications are qualitative; they should set forth detailed requirements for physical qualities, standards of workmanship, and methods of installation.
- G. In general trade names and manufacturer's names should not appear on drawings; use generic designations only. An exception to this rule is in the case of material schedules where materials are called out by specific manufacturer, model, etc.
- H. Drawings should not define the scope of the various subcontractors. They may, however, need to include a statement of items to be furnished by the Owner or under a separate contract.

DIVISION 01 - GENERAL REQUIREMENTS

WORK IN THIS CONTRACT

- Site General Construction Mechanical/Electrical Irrigation System
- Landscaping Interior Finish-Out Graphics Other

SEPARATE CONTRACTS

Define coordination requirements of work to be included under separate contract

SPECIAL SITE REQUIREMENTS

- Limited access Designated parking areas Controlled entry to existing buildings Noise control
- Dust control Working hours Debris removal Other

Will access routes, parking and staging areas be designated on Drawings? No Yes

LEED Certification required.

Version

Goal for this project Certified Silver Gold Platinum

Other Sustainable Certification

ALLOWANCES

Describe unit of measure, dollar amounts, and indicate if labor is included

Labor included? No Yes

Labor included? No Yes

Labor included? No Yes

Labor included? No Yes

Labor included? No Yes

ALTERNATES

Describe including work under Base Bid and changes under each Alternate

Alternate No. 1

Alternate No. 2

Alternate No. 3

Alternate No. 4

CONSTRUCTION PHOTOGRAPHS

Frequency

Quantity

Desired angles

TESTING LABORATORY SERVICES

Paid by Owner Contractor

CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

Describe special requirements for fencing, partitions, barricades, protection of existing improvements or plants

CONSTRUCTION WASTE MANAGEMENT

Divert minimum 50 75 percent of waste from landfills

INDOOR AIR QUALITY MANAGEMENT

During construction

At completion [Building flush-out Air monitoring

PROJECT IDENTIFICATION SIGN

Quantity

Size

Content

SUSTAINABLE DESIGN REQUIREMENTS

Recycled Materials Regional Materials Low-Emitting Materials Rapidly Renewable Materials

Certified Wood

ADDITIONAL COMMENTS

DIVISION 02 - EXISTING CONDITIONS

DEMOLITION

Selective Building Site

Describe

ADDITIONAL COMMENTS

DIVISION 03 - CONCRETE

CAST-IN-PLACE CONCRETE

CONCRETE FORMS AND ACCESSORIES

Recycled Wood Metal Carton forms

CONCRETE REINFORCEMENT

Reinforcing bars Welded wire fabric Fibrous

CAST-IN-PLACE CONCRETE

Compressive strength

Uses

SPECIAL FINISHES

Exposed aggregate

Type

Size

Color

Sandblasted Light Medium Heavy texture

Colored Stained Dry shake Integral

Architectural

Other

PRECAST CONCRETE

STRUCTURAL PRECAST

Plant-precast concrete

Site cast tilt-up panels

Finish Exposed aggregate Sandblasted Applied coating Form liner Other

ARCHITECTURAL PRECAST

Insulated Non-Insulated

Finish Exposed aggregate Sandblasted Applied coating Form liner Other

PRECAST CONCRETE SPLASHBLOCKS

CEMENTITIOUS DECKS AND UNDERLAYMENT

LIGHTWEIGHT INSULATING CONCRETE

Minimum R-value

Integral rigid insulation

UNDERLAYMENT

Gypsum Hydraulic Cement

Integral sound control underlayment

ADDITIONAL COMMENTS