

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. The General Requirements 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. 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.

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

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Labor included? ☐ No ☐ Yes

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Labor included? ☐ No ☐ Yes

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Labor included? ☐ No ☐ Yes

☐ ALTERNATES

Describe including work under Base Bid and changes under each Alternate

Alternate No. 1

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Alternate No. 2

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Alternate No. 3

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Alternate No. 4

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☐ CONSTRUCTION PHOTOGRAPHS

Frequency

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Quantity

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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

EXISTING CONDITIONS

☐ DEMOLITION

☐ Selective ☐ Building ☐ Site

Describe

ADDITIONAL COMMENTS

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