

OWNER/ARCH CHECKLIST FOR TENANT BUILDOUT

This is a sample set of items needed /issues to address to expedite and narrow professional fee proposal and avoid missed scope and/or responsibilities.

1. Property address, suite address/no. or letter (? SF)
2. Tenant billing address
3. Site plan of shopping center including parking and fire connections/ hydrants
4. Is the building sprinklered?, Type?
5. Shell construction type per IBC?
6. Adjacent occupancies and footprint areas?
7. Build out allowance from landlord if any?
8. Overall project budget?
9. Equipment to be included, selections?
10. Items to be included and provided by you
11. How many parking spaces are assigned to your lease or open parking
12. Is there a plumbing leave out/slab void in the space for connection
13. What is the building Plumbing fixture count reserve// (will we need to purchase water /wastewater capacity)
14. The plan you have to date if available
15. Is the property in the County, City limits or ETJ?
16. Property survey including topographical information and tree survey
17. Previous Occupancy if any, is there a Certificate of Occupancy posted on site and /or available.
18. Desired Schedule?
19. Dedicated circuit locations?
20. Room names (list) and finishes?
21. All floor finish transitions?
22. Power locations?
23. Special Windows?
24. Column line indications provided?
25. Square footage of total lease to go on drawings? (match lease or calculate?)
26. Confirm ceiling ht.(s) and doors heights, typ.?
27. Confirm configuration/location of HC parking/ramps
28. Inline water heaters?
29. Waste/water capacity reservation and receipts to Heena/City rep
30. Title of ownership
31. Owner Letter for designated Expediter to pull permits
32. Permit application initiated by owner

33. Plumbing count to date/proposed matrix
34. Power usage to date/proposed matrix
35. Applicable variances
36. Asbestos letter
37. MEP unit Structural letter from structural engineer for new or relocated units
38. ACI or ADA/TAS code solutions Application w/ estimated construction cost.
39. HVAC units are placed at interior column line, over beams.
40. No data or phone indications; Note that data and phone outlets are to be located by tenant.
41. Toilet rooms required GFIs
42. Minimal convenience outlets (one per ea. new wall in rooms?).
43. NO wall packs in toilet rooms.
44. NO convenience outlets in toilet rooms?.
45. Duct runs should be economical: duct board in lieu of sheet metal where possible, Flex duct up to 6' from diffuser.
46. Avoid fire dampers unless penetrating a required one hour separation.
47. Show a combo "EXIT" and "EMERGENCY" light fixture at all REQUIRED exit locations.
48. NO EMERGENCY LIGHT PACKS.
49. Check with owner re: in-line water heaters or conventional water heaters (___GAL).
50. Switch locations for large open area lights.
51. Energy compliance form by engineer, included in fee.
52. We typically do not show system furniture or equipment layouts on backgrounds for permit. (INFO)
53. Provide Maximum (60 or 20 AMP? service- ONE STOP permit requirement) for each lease space even if requirements are less.
54. Verify special mounting ht.s or critical plan dimensions.
55. Documentation of all existing conditions by owner or Architect?
56. oOccupancy type, under permit #on-occupancy load.
57. IBC items, UL assemblies (Sound attenuation rating required?)
58. Note dashed lines-Line of elements above where they occur.
59. Verify title block content- Issue date, Sheet name, Project title.
60. "IBC" Verify Codes adopted.
61. Show bold "NO FOOD" or separate (prelim.) Health department review?
62. List of items to be stored in any storage area per City format.
63. TAS registration application by owner or architect?
64. Existing schedules provided? New door hardware schedule required.
65. RCP 2X4 or 2X2 ? Any ceiling in Mechanical room(s)?
66. Any windows tinted or blacked out?
67. All windows are to be ___' ___" Above floor. unless noted otherwise?

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68. Typical window sizes are? (e.g. 4'0" wide by 3'0" high; fixed), NA?
69. Typical Door sizes are: 3'0" x ___ ' ___" solid core laminate U.N.O.?
70. Note height of any low walls on plans; Anticipated?
71. Window keys to match existing drawing provided by owner? variants/Detail?
72. Second exit out swing man door provided , not required per occupancy load, or required?
73. Lighting fixtures and spec./spacing? Special fixtures?
74. Office size /finishes and outfit standard(s) by owner or arch?
75. Current van parking space/proximity
76. Permit - Courier to Owner?
77. Potential change to scope of work:
 1. Client meetings(#?)
 2. Client revisions/Material selections
78. Energy compliance forms provided or required?
79. Will separate SF Calculations Area takeoffs be required
80. Inclusion and Coordination of electrical load calculations and Plumbing fixture count Existing/Proposed?
81. Hardware schedule required?
82. Separate Finish plan schedule/ special codes/indications/equipment?
83. Provide CAD Backgrounds to security consultants and sprinkler subcontractor?
84. Documentation of existing HC Parking conditions provided? or verification documentation required?
85. Cabinet sections to showing TAS compliance existing, NA, or required?