

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
I. Narrative Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A. Detailed Total Project Cost Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Construction (by prime contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Landscape/Irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Energy Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Per Wake County Energy Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II. Specifications – (Sealed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A. Typical All Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Securely side bound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Typewritten 8½" x 11" sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Table of contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Designer registry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. County Front-End Documents (Formal or Informal Contract as appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Advertisement to bidders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Instruction to bidders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bid Proposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Bid Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. MBE Policy (Formal/Informal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Resolutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. MBE Forms 1-6 (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Construction Agreement with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
a. Performance Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Payment Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. General Conditions - Wake Co. Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Supplementary General Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Specific definitions peculiar to project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Contract time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Liquidated damages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Additions/deletions to General Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Special Requirements of Governmental Agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Description of alternate bids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Listing of project drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Insurance requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Appendix A - Dispute Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Appendix B - Sales Tax Record Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Project Close-out Checklist (follows Closeout spec section)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Subsurface investigation report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Narrative description of all materials and systems used – CSI Divisions 2-16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
III. Drawings (Sealed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A. Typical to all sheets as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Sheet identification and number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Date and revision dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. North arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
6. Building orientation to north	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Project identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Designer registry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Index to Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Building Code Summary *Confirm local requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Project name, address, proposed use, listing of designers and license numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Building data: Occupancy, construction type, sprinkled, fire district, building height, high rise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Gross Building Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fire resistance ratings – all assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. UL Design Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Life safety systems: Emergency lighting, exit signs, fire alarm systems, smoke detection, panic hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Exit requirements: Maximum dead end limit, maximum travel to exit limit, required number of exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Design loads: Roof live load, wind, floor, snow, seismic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Soil bearing capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Parking spaces: Required number, number provided, required number accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Special approvals by Department Of Insurance and/or local jurisdiction (i.e. City of Raleigh/NFPA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Zoning Ordinance Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Civil/Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Property boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
3. Project construction limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Existing structures on site and adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Existing streets, roadways, right-of-ways, easements, parking structures, paved areas, sidewalks, curb and gutter on site or adjacent to site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Existing trees, woods, landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Existing utilities/meters: Gas, water, electric, sewer, storm drainage, telephone, CATV, site lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Existing topographic/spot elevations/benchmarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Demolition/site clearing/grading limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Construction fencing, protective barriers, tree protection, fencing and signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Proposed new topographic/spot elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Horizontal and vertical control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Detailed layout geometry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Storm drainage system - new and existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Pipe type/details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Catch basin, curb inlets, yard inlets, construction details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Gradient schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Erosion control devices and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Sediment holding structures, check dams, BMPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Diversion ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Silt fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Storm sewer inlet protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Temporary seeding and preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Construction sequence notations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Drainage area design peak flood design summary, wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
h. Construction entry protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Proposed new construction and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Building orientation/location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Streets, roadways, parking structures, paving, sidewalks, walkways, curb and gutter, wheel stops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Court yards/service yards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Loading docks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Exterior mechanical equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. NCDOT requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. ADA access, parking requirements and signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Flag poles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Site signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Site lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Site furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l. Conduit sleeves under structures, sidewalk, paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m. Construction notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n. Exterior retaining walls, screen walls, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o. New fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p. Playgrounds, ball fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Existing structures to remain and protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Proposed utilities, meters, taps and details (refer to Item T Utility Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Landscape Planting and Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Local jurisdiction requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Existing trees, plants, vegetation to remain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Proposed trees, shrubs, seeding, sod	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
a. Layout, spacing, quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key to plant list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Locations and extent of seeding/sod	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Raised plant beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Mulch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Edging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Site signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Plant list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Key to identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Botanical and common names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Minimum size requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Comments – note specimen samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Staking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Tree and shrub planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Beds/raised beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Mulch coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Edging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Fertilization amendment schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Seeding schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Irrigation (<i>if necessary</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Pipe routing – mains and lateral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Head placement layout and identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Zone groupings and designations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Controller location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
5. Water tap, meter location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Backflow assembly – inside building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Hot box – exterior location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Control wiring and Electrical Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Construction installation details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Heads – various types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Valves – manual, automatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Drain valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Quick coupler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Pipe installation, thrust blocking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Architectural Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Line drawing of building and dimensions for room space layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Wall construction designations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Wall construction schedule and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Office, room, space #s, designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Toilet partitions, accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Accessibility provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Elevators and dumbwaiters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Mechanical rooms/mechanical chase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Electrical rooms/closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Telecommunications closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Janitor closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Windows – interior and exterior – window designations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
13. Doors – door number designations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Water fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Fire alarm panel, pull stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Built-in furnishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Cabinets, counters, desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Shelving/racks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Wall openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Floor openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Expansion/control joints * (coordinate w/floor finishes, i.e. tile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. General Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. Roof Plan and Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Roof drains, overflows, scuppers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Roof access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Skylights - light monitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Roof top equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Exhaust fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Walkway pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Roof slope/taper, ridges, valleys, crickets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Parapets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Expansion joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
1. North, South, East, West	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Exterior windows/glass and glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Exterior wall construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Brick, block, metals, stucco, wood, precast, storefronts, concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Exterior doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Fascias/copings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Downspout leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Service screen walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Louvers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Expansion/control joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Finish floor/roof elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Approximate finish grade line of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. Building Cross Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Interior wall trims, finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Ceiling heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Special conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K. Exterior Wall Section Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Foundation construction and insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Foundation drainage, waterproofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Exterior wall construction - exterior and interior sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Wall insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Head/sill details and construction, lintels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Wall flashings and weeps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Masonry anchors and reinforcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
8. Floor constructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Fire stop at floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Wall caps/copings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Roof insulation and construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L. Reflected Ceiling Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Grid layout and orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Panel sizes and type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Label all ceiling types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Bulkheads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Ceiling drops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. HVAC fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Return/supply grilles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Exhaust grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Diffusers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Sprinkler heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Smoke detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Motion detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Exit lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Details and notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M. Room Finish Schedule Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Key to finishes and locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Schedule of finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N. Door Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Door number/identification/sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Type construction material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Frame type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
4. Sill, jamb, head, threshold details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Hardware type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Elevations of doors and frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O. Window Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Window number/identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Type construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Head, jamb, sill, details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Elevation and window sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Glass/glazing identification and schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P. Enlarged Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Details of landings, steps, nosings, rails, stringers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Cross sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Machine room plan and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Pits/penthouse construction, details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Toilet Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Partitions and fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Accessories, mirrors, changing tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Floor drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Vanity/casework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q. Millwork/Casework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Cabinets, counters, desk, shelving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Details, elevations, cross sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Finish and construction materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
R. Special Construction and Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Basements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Vaults, storage pits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Loading docks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Court yards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Service yards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Dock levels, bumpers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Bollards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Equipment pads, foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S. Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Foundation plan with dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Foundation schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Type, sizes, depth, elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Reinforcement schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Bar sizes, quantity, shapes, spacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Anchor bolt schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Size, length, hook, plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Foundation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Slab on grade, deck, free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Control, expansion joint locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Recessed slabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Column block outs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Floor elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Floor Framing plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Beams and joists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
c. Beam/joist elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Roof framing plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Beam, joist, deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Roof openings/frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Structural details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Footings/footing steps, reinforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Floor slabs: On grade, on deck, free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Reinforcement details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Control/expansion joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Column isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Concrete retaining wall, shear walls, steps, pit walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Lintels, framed openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Sheer studs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Bolted, welded framing connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Concrete piers, columns, pilaster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Anchor bolt setting/grouting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l. Columns, beams, joist, T's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m. Precast Concrete/precast connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n. Floor/roof decking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o. Splices, bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Structural schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Footing, foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Spread, piles, caissons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Column	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
c. Beam - steel, concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Joist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Lintel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Reinforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
T. Utility Plan and Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Existing Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Gas, water, sewer, telephone, storm sewer, electric, CATV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. New Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Gas, water, sewer, telephone, storm sewer, electric, CATV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Meters: Gas, water - domestic, water - fire protection, water - irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Taps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Parking/site lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Utility, right-of-way and easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Grease Interceptor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Propane Tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Confirm Required Clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Slab And Mounting Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Screen Wall Height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Propane Gas Line And Sleeves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Generator Placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Conduit and sleeves to bldg.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Concrete slab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Screen Wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Septic Systems/Leaching Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
13. Special Items – i.e. Radio Tower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U. Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Plumbing floor plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Water, waste, venting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Roof drainage plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Roof drains, scuppers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Toilet plumbing plan enlargements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Riser diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Water, waste, venting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Mechanical equipment room plumbing equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Layout orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Boiler, hot water piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Water, sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Valves and valve tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Fixture schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Water closets - water saver type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Urinals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Lavatories and Sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Tub and showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Mop receptors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Water coolers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Floor drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Hose bibs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Wall hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
10. Hot water heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Meter boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Backflow assembly – as required by jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Valves, strainers, air gap and pipe to floor drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Shock absorbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Plumbing const., installation details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Pipe - insulation, hangers, thrust blocking, clean outs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Hot water heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Roof venting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Roof drains, overflow drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Fixture details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
V. Sprinkler/Fire Protection <i>(if required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Sprinkler design data-(as required by jurisdiction.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Hydraulic design summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Water supply information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Floor/ceiling plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Head layout and locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Riser/standpipe locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Valve, hose pipe locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Backflow assembly locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Test connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Pipe layout, routing, sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
a. Pipe, piping, pipe hangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Backflow assembly – as required jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Post indicator valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Fire pump and assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Valves, cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Fire departments connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Blow offs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Test header	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Controls, controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
W. Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Mechanical floor plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Mech rooms, closets, shafts, chases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Ductwork layout, routing, sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Supply, return, exhausting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Pipe work layout, routing, sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Hot and chilled water supply, return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Condensate piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Mechanical Ceiling Plan- above ceiling fixtures and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Supply/return grilles, diffusers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Above ceiling fan boxes, VAV boxes, exhaust fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Valves, valve tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Dampers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Duct smoke detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Mechanical equipment rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
a. Placement, mounting, orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Boilers, boiler stacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Special equipment and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Controls, control panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Mechanical roof plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Roof top equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Exhaust fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Roof penetrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Roof curbs/supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Mechanical service yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Cooling towers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Condensing units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Mechanical systems controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Control diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Schematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Control center/panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Narrative of control system logic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Equipment schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Air handling units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Hot water unit heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Cooling tower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Boiler/hot water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Fans and Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Air distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
g. Fan coil units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Exhaust fan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Special equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Mechanical equipment, system, installation, construction details, cross sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
X. Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Service entry, transformers, meter location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Floor distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Fixture, circuit identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Telecommunications/Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Ceiling/wall lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Paging system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. CATV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Sound masking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Fire alarm panels, pull stations, alarm stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Wall, ceiling, floor devices – switches, outlets, sensors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Electrical equipment rooms/closets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Main distribution panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Switch gear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Branch circuit panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Transformers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Motor control centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
f. Fire alarm control panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Emergency systems controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Equipment layout and installation elevations and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Riser diagrams, details, wiring diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Telecommunications/ Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. CATV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Emergency systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Paging systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Fire alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Card access system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Emergency generator system and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. System distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Control panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Control details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Panel and equipment schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Electrical fixture schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Grounding system and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Lightning protection system and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Paging system and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Card access system and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. UPS system and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Panel board and schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Protection devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Chase loads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
15. Fire alarm system and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Distribution and riser plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Strobes, horns, pull stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Control panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Digital communicator - dual line type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Telecom. to fire alarm system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Y. Demolition Drawings (<i>if required</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Label of existing spaces or rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Walls, doors, openings, frames, finishes, equipment – to be demolished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Key notes – list and keyed on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. General demolition notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Limits of construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Items to remain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Items to be removed and reused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Fire alarms, switches, etc., (to be reused or relocated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Ceilings to remain or be reused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Light fixtures – reused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Light fixtures - demolished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Denote HAZMAT locations, (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WAKE COUNTY FACILITIES, DESIGN, & CONSTRUCTION
CONSTRUCTION DOCUMENT SUBMITTAL CHECK LIST**

ITEM	N/A	COMP	INC	REMARKS
Z. Additional Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	