

**Checklist for Deliverables (In addition to other requirements listed elsewhere in the State Construction Manual)**

**This checklist shall be used on projects subject to GS-143-135.35-.40 (Article 8C).**

**ADVANCE PLANNING PHASE SUBMITTALS**

- 1 Initial OC-25 Certified for Advanced Planning to determine general scope and description of project (Owner)
- 2 Letter Agreement for Advanced Planning signed (Owner / Architect / Engineer)
- 3 Narrative of Owner's project requirements including basis of design for predicting energy and water use (Owner / Architect / Engineer)
- 4 Building Program including functional use, design features, and space considerations (Owner / Architect / Engineer)
- 5 Submit written project criteria, design recommendations and rationale that led to the design recommendations to the SCO for potential energy and water conservation strategies, based on building geometry, daylighting depth and existing conditions site plan, with development implications. (Architect / Engineer)
- 6 Reconciliation of project scope and funding. (Architect / Engineer)
- 7 Commissioning Authority selected and Letter Agreement signed (Owner / Commissioning Authority)
- 8 Updated OC-25 certified, if needed (Owner)

**AFTER CERTIFICATION OF OC-25**

- 9 Designer Contract signed (SCO / Architect / Engineer)

**SCHEMATIC PHASE SUBMITTALS**

- 10 Site Plan showing orientation (Architect / Engineer)
- 11 Daylight Factor Calculation (Architect / Engineer)
- 12 Base building characteristics used in Energy Modeling (Architect / Engineer)
- 13 Results of Energy Modeling (baseline and alternate, improved building) (Architect / Engineer)
- 14 LCCA report with preliminary calculations for costs to construct baseline building and alternate, improved building. (Architect / Engineer)
- 15 Energy strategies investigated using LCCA basis for recommending primary building systems (Architect / Engineer)
- 16 Report on integrated design process activities (design charrette) (Architect / Engineer)
- 17 Report from Commissioning Authority including verification of design intent (CxA)

**DESIGN DEVELOPMENT PHASE SUBMITTALS**

- 18 Revised / updated Energy Modeling results. (Architect / Engineer)
- 19 Indicate incremental cost to achieve to achieve energy and water goals above that of baseline. (Architect / Engineer)
- 20 Refined and updated LCCA (Architect / Engineer)

## SUSTAINABLE, ENERGY EFFICIENT BUILDINGS DELIVERABLES CHECKLIST

- 21 Description of selected of energy conservation measures (Architect / Engineer)
- 22 Indoor water use projection (Architect / Engineer)
- 23 Outdoor water use projection and site plan (Architect / Engineer)
- 24 Report from Commissioning Authority (CxA) including outline Cx specifications

### CONSTRUCTION DOCUMENT PHASE SUBMITTALS

- 25 Revised / updated Energy Modeling results. (Architect / Engineer)
- 26 Refined and updated LCCA (Architect / Engineer)
- 27 Indoor water use projection (Architect / Engineer)
- 28 Outdoor water use projection (Architect / Engineer)
- 29 Report from Commissioning Authority including Cx specifications (CxA)

### CONTRACT ADMINISTRATION PHASE SUBMITTALS

- 30 Commissioning Authority provides issue log from functional testing conducted during construction. (CxA)

### POST-OCCUPANCY SUBMITTALS

- 31 10 month post-occupancy energy and water trending and warranty inspection report from Commissioning Agent (Owner / CxA)
- 32 12 month post-occupancy measure and verification of energy and water usage report (Owner CxA)
- 33 Recommendations for bringing building into compliance with projected energy and water goals if required (Owner)