

Local Education Agency	State Project Number	Phase ___ of ___
School	Architect	Date

DAS: REAL ESTATE & CONSTRUCTION SERVICES – SCHOOL PLAN REVIEW CHECKLIST

# DESIGN DEVELOPMENT REVIEW (DDR)

Revised 2/1/2024

## FORM SCG-3002

- Include DAS project type in State Project Number: e.g. "N" new, "RNV" renovate as new, "E" extension, "A" alteration
- Notes column: Use "None", "NPS" (Not in Project Scope), or explain condition
- Supplemental checklists: Submit completed applicable supplemental checklists with this completed form

Status column (by DAS staff): ✓ Accepted    ○ Open Item    ■ Not required

A. DOCUMENTS SUBMISSION LIST - as applicable			Status
	Document	Notes	
01.	PREP Meeting attendance by: <ul style="list-style-type: none"> <li>• Local Education Agency (LEA) representatives</li> <li>• Design team</li> </ul>		
02.	FORM SCG-3000: Project Team List – all contact information		
03.	Grant commitment date:		
04.	Project schedule: phases & construction start dates [CGS 10-284(b)]		
<b>Site and Environmental: Requirements</b> [CGS 10-291(a)]			
05.	FORM SCG-053: <b>Site Analysis for School Projects</b> Note: FORM SCG-053 with a revision date of 07/01/2018 must be submitted <ul style="list-style-type: none"> <li>• Provide hardcopy to SCG</li> <li>• Completed, signed and emailed to <a href="mailto:DAS.scgform053@ct.gov">DAS.scgform053@ct.gov</a></li> </ul>		
06.	Phase I - Environmental Site Assessment		
07.	Phase II - Investigation Reports		
08.	Phase III - Investigation Reports		
09.	FORM SCG-3011: Checklist <b>Asbestos/Lead /Hazardous Materials Abatement</b> <ul style="list-style-type: none"> <li>• Haz-Mat consultant - Survey, Report, Remediation plan</li> </ul>		
10.	FORM SCG-3012: Checklist <b>PCB Abatement &amp; Management Plan</b> <ul style="list-style-type: none"> <li>• Haz-Mat consultant - Survey, Report, Remediation plan</li> </ul>		
11.	FORM SCG-3013: Checklist <b>Carbon Monoxide</b> <ul style="list-style-type: none"> <li>• Detection and warning equipment locations</li> <li>• Signage</li> </ul>		
12.	FORM SCG-3014: Checklist <b>Radon Systems</b> <ul style="list-style-type: none"> <li>• Indoor Radon Potential – CT map in color in 11" x 17" format w/ site location noted</li> <li>• Radon potential rating from map</li> <li>• Mitigation techniques [CGS 10-291(b)] [Refer to FORM SCG-5510]</li> </ul>		
13.	SHPO: State Historic Preservation Office - review status		
14.	OSTA: Office of State Traffic Administration approval status		
15.	DEEP: Flood Management Certificate Application		
16.	FORM SCG-5002: Flood Management Certification Process		

17.	FORM SCG-5003: Flood Management Certification Notice		
18.	Local Inland Wetlands: review status, approval, or documents		
19.	Local Zoning Board: meeting dates, approval status or variances		
20.	Septic system approval by DPH or DEEP Septic system approval by DPH or DEEP / or Letter from Sewer Company verifying ability to connect and capacity		
<b>NEW Effective 5/1/19</b>	<b>School Water Systems Evaluation: Requirements</b>		
21.	Effective 05/01/2019: a flow test and water quality evaluation report is required for most projects receiving a state grant. Refer to FORM SCG-2500: School Construction Standards & Guidelines, Chapter 7: Building Systems - Item 7600 Plumbing.		
22.	FORM SCG-5500: School Water System Evaluation (required) Note - if applicable, also include: <ul style="list-style-type: none"> <li>Well approval by Department of Public Health (DPH) / or</li> <li>Letter from Water Company verifying ability to connect &amp; capacity</li> </ul>		
	<b>Superintendent / LEA: Letters and Forms</b>		
23.	<del>FORM SCG-9001: Designated Accessible Schools letter</del>	This form is <b>no longer required</b> as of 2/1/2024	<input type="checkbox"/>
24.	FORM SCG-9002: Natural Light and Wireless letter [CGS 10-283(a)(1)]		
25.	FORM SCG-9003: Project/Plan Review Phasing letter		
26.	FORM SCG-9004: LEA Space Standards letter [Reg. 10-287c-15(a)]		
27.	FORM SCG-9005: Granular Accessible Route Policy letter [Reg. 10-287c-15(a)]		
28.	FORM SCG-9006: Non-conforming Floors / Ramps letter [Reg. 10-287c-15(a)]		
29.	FORM SCG-9007: School Safety Infrastructure Council (SSIC) <ul style="list-style-type: none"> <li>SSI Criteria consideration – list primary elements provided [CGS10-283(a)(1), CGS10-284(a)(6), CGS10-292s]</li> <li>Security infrastructure for school entrances [CGS 10-291(b)(5)]</li> </ul>		
30.	FORM SCG-9008: PCB in Caulk letter [Code of Federal Regulations Title 40, Part 761]		
31.	FORM SCG-9009: Site Central Location letter		
32.	FORM SCG-9010: Photovoltaic Vandalism letter		
33.	FORM SCG-9011: Window Film Acknowledgement letter		
34.	FORM SCG-3031: Superintendent's cost estimate certification Note: Superintendent certification of DD level cost estimate is required		
	<b>Cost Estimates: Required for All Projects - regardless of total project cost or number of phases</b> BizNet Cost estimate: Contact Tim O'Brien at Timothy.O'Brien@ct.gov or (860) 713-6478 for access to the BizNet site		
35.	FORM SCG-2000: PSCCD - Public School Construction Cost Database Cost Estimate. 'BizNet' UNIFORMAT II Electronic Work Sheet - submitted for entire project		
	a. Hardcopy submitted		
	b. Ineligible costs identified		
	c. Alternates - itemized list of all Bid Alternates		
	d. Allowances - itemized list of all Contract Allowances [Refer to FORM SCG-3050]		
	e. Contingencies - itemized list of all Contingencies		
	f. Escalation		
	g. Unit Prices - itemized list of all Unit Prices		
	h. Consultants' fees line item		

36.	CSI format project cost estimate		
37.	FORM SCG-4000: Ineligible Costs and Limited Eligible Costs Worksheet (ICW)		
<b>Renovation Status: Requirements - for RNV application projects</b>			
38.	FORM SCG-3500: Guidelines for Eligibility - RNV status <small>[Review prior to submission]</small>		
39.	FORM SCG-3501: Cost Analysis for Proposed Renovation Project		
40.	FORM SCG-3520: Checklist <b>Application for Renovate as New</b> project status		
<b>Design Professional: Requirements – Checklists, Letters and Forms</b>			
41.	Scope Letter by Architect – include:		
	a. Detailed initial scope letter for overall project		
	b. Overall project summary of all proposed phases		
	c. Procurement method (Bid or State Contract)		
	d. Description of eligible work		
	e. Description of ineligible work		
	f. Allowances <small>[Refer to FORM SCG-3050]</small>		
	g. Alternates		
	h. Contingencies		
	i. Escalation		
	j. Unit Prices		
42.	Code sheets: with Professional Seal & Signature		
43.	Code Modifications: application status or modifications proposed		
44.	Overall site plan (or plans) for SCG file - include: <ul style="list-style-type: none"> <li>• Legend</li> <li>• Accessible routes</li> <li>• Property lines and areas-of-work</li> </ul>		
45.	Summary of building systems/assemblies on a single page <small>[Refer to FORM SCG-2021: Building Systems Outline]</small> Include: <ul style="list-style-type: none"> <li>• UNIFORMAT headings</li> <li>• State Project Number and grant classification project type</li> <li>• Project name, address, and date</li> </ul>		
46.	FORM SCG-3022: Checklist <b>Photovoltaic Installation</b>		
47.	FORM SCG-3032: Acoustical Performance Certification <small>[CGS 10-285g]</small>		
48.	FORM SCG-3033: Indoor Air Quality Certification <small>[CGS 10-291(b)(3)]</small>		
49.	FORM SCG-3034: Seismic Design Certification		
50.	FORM SCG-3045: Roof Key Plan and sketch		
51.	Roof Warranty information: minimum warranty 20 years <small>[CGS 291(b)(2)]</small>		
52.	Staff Training Requirement for HVAC / IAQ <small>[CGS 10-291(b)(4)]</small>		
<b>DDR Phase Drawings &amp; Specifications and CM Front-End Documents: Requirements</b>			
53.	All documents to include: <ul style="list-style-type: none"> <li>• Project name, Project address and Date</li> <li>• State Project Number</li> </ul>		
54.	Preliminary specification submission		
55.	Other forms or documents for submission		

<b>B. CODE REVIEW</b>		
<b>1. SITE and EXTERIOR STAIRS &amp; RAMPS</b>		
A.	Parking	
B.	Passenger loading zone	
C.	Entrances, exits, accessible routes (granular surfaces), public way	
D.	Courtyards and occupancy	
E.	Artificial turf	
F.	Access to athletic fields, bleachers, dugouts, playgrounds, press boxes, toilet rooms and concessions	
G.	Identification of all work beyond property line	
H.	Non-conforming surfaces / ramps	
I.	Handrail and guardrails	
<b>2. GENERAL</b>		
A.	Building Area Calculations - for Grant (NSF) and O/A (GSF)	
B.	Comparison of space standards with Code Sheet	
C.	Separate exits from each floor	
D.	Areas of Rescue Assistance	
E.	Doors in direction of travel	
F.	No exit through hazardous areas	
G.	Number of Assembly exits	
H.	Assembly main entrance / exit	
I.	Assembly other exits	
J.	Occupant load and exit capacity	
K.	Educational designation	
L.	Assembly designation	
M.	Two remote exits	
N.	Travel distance and common path of travel	
O.	Use Group, Construction Type, and Fire Resistance rating	
P.	Building Limitations (Height and Area)	
Q.	Fire walls and opening protectives	
R.	Fire separation distance, exterior walls, and openings	
S.	Mixed Occupancies	
T.	Occupancy Separations	
U.	Existing structures <ul style="list-style-type: none"> <li>• SF Area of demo required / proposed</li> <li>• Estimated cost of Haz-mat abatement</li> </ul>	
V.	Safety and security criteria	

	<b>3. AUDITORIUM or ASSEMBLY / STAGE / PLATFORM</b>	
A.	Assembly Seating	
	<ul style="list-style-type: none"> <li>• Seat count vs. student enrollment</li> <li>• Seating accessibility</li> </ul>	
B.	Defined as "Platform" or "Stage"	
C.	Stage / platform access	
D.	Stage	
	<ul style="list-style-type: none"> <li>• Curtain</li> <li>• Special requirements</li> <li>• Fire suppression required under stage?</li> </ul>	
	<b>4. CLASSROOMS AND ANY OTHER ROOMS</b>	
A.	Window for Rescue Assistance Note: for all student occupancies in non-sprinklered spaces	
B.	Preschool, Kindergarten and 1st grade - at level of exit discharge	
C.	Accessibility to fixed tiers at choral / band / orchestra	
	<b>5. CORRIDORS</b>	
A.	Protection	
B.	Dead ends	
C.	Lockers	
	<b>6. FINISHES</b>	
A.	Classification	
B.	Flammability and flame spread	
	<b>7. HARDWARE</b>	
A.	Accessible door hardware	
	<b>8. HAZARDOUS AREAS</b>	
A.	Hazardous areas shown on Code Plan(s)	
B.	Other hazardous conditions or spaces identified	
C.	Confined space conditions shown	
	<b>9. KITCHENS</b>	
A.	Suppression systems and extinguishers	
B.	Finishes	
	<b>10. LABORATORIES</b>	
A.	Emergency gas shutoff	
B.	Eyewash and body-wash with drains	
C.	Fume hoods	
D.	Vented storage cabinets	

<b>11. TOILET ROOMS / LOCKER / SHOWER ROOMS</b>		
A.	Accessibility	
B.	Toilet room availability	
C.	Trap primers	
<b>12. MECHANICAL / ELECTRICAL / PLUMBING</b>		
A.	Space above ceiling (plenum)	
B.	Emergency Lights	
	<ul style="list-style-type: none"> <li>• Assembly</li> <li>• Stairs, corridors</li> <li>• Means of egress</li> <li>• Emergency power source</li> </ul>	
C.	Exit Signs	
	<ul style="list-style-type: none"> <li>• At exits and visible from any direction, tactile</li> <li>• Assembly</li> <li>• Emergency power</li> </ul>	
<del>D.</del>	<del>Illuminated Egress Path lighting (new construction only)</del>	This item is <b>no longer required</b> as of 2/1/2024
<b>13. SHOPS AND FINISH ROOMS</b>		
A.	Emergency electrical shutoffs	
B.	Eyewash and body-wash with drains	
C.	Contaminant removal system	
D.	Finish-room hood	
E.	Dust collectors	
F.	Emergency gas shut-off	
G.	Other specialty shop conditions or issues	
<b>14. GYMNASIUMS</b>		
A.	Occupancy calculations	
B.	Exit discharge	
C.	Fixed vs. movable bleachers or seating	
D.	Flooring	
E.	Accessibility	
<b>15. STAIRS / RAMPS (Interior)</b>		
A.	No hazardous or non-occupancy opening into stairs	
B.	Areas of refuge and support systems	
C.	Handrail and guardrails	
D.	Non-conforming floors / ramps	

**Comments / Summary of Incomplete Items** to be completed for next review meeting

	SCG Reviewer	Date
Initial Submission		
DDR Review not completed: date of follow-up DDR meeting		
DDR Review Complete: copy of DDR checklist sent to LEA		
Data entered in State Grant Management system		