Drawing Review Checklist

Project: _____

Revised 11/16/21

Checked	Citation	Description	Comments/Action by	Sheet(s)
1 ☐	R7-6-205(A)	A school site shall have Safe Access, Parking, Drainage and Security to accommodate a school facility that complies with – The minimum gross Sq. Ft. requirements established in A.R.S. §41-5711, for the number of students at the school facility.	Architect, Civil, District If permanent stripping is not possible prior to student occupancy, temporary traffic cones & signage shall be provided.	
2 ☐	R7-6-205(B)	Safe Access - Student drop-off and a pedestrian pathway through a designated point of entry without crossing vehicular traffic or by crossing vehicular traffic at a designated crosswalk.	Architect This is to promote single points of entry.	
3 ☐	R7-6-205(C)	A school site provides adequate parking by having an all-weather surface area to accommodate (1) parking space per staff FTE and (1) visitor parking space per (100) students. A school site that is unable to provide adequate parking may have the sufficiency – determined by the board – w/ criteria: 1) Street parking 2) Nearby parking lots 3) Public transit 4) Staff drives daily 5) Daily visitors	Architect, Civil, District Due to zero emission vehicles (electric) use, the District may want to provide infrastructure and/or charging stations with bollard protection in the parking lots. This is a cost responsibility of the District.	
4 ☐	R7-6-205(D)	Drainage – consistent w/ drainage and floodplain management standards of the jurisdiction.	Civil	
5 ☐	R7-6-205(E)	Security - Fence or wall at play/physical education area for preschool students w/ disabilities, kindergarten - through grade six. If unable to provide adequate security may have the sufficiency – determined by the board – w/ criteria: 1) Amount of vehicular traffic 2) Hazardous or natural barriers 3) Animal nuisance 4) Visibility outdoor play/physical education area.	Architect, Civil, District	
6 ☐	R7-6-210(A)(1)	Classroom space: 32 SF per student preschool (with disabilities), kindergarten through grade three.	Architect	
7 ☐	R7-6-210(A)(2)	Classroom space: 28 SF per student grades four through six.	Architect	
8 ☐	R7-6-210(A)(3)	Classroom space: 26 SF per student grades seven and eight.	Architect	
9 ☐	R7-6-210(A)(4)	Classroom space: 25 SF per student grades nine through twelve.	Architect	

10 ☐	R7-6-210(B)	Classroom and general / specialty classroom is measured from interior wall to interior wall and is the space required for teaching.	Architect	
11 ☐	R7-6-210(E)	An exterior space may be included in the classroom Sq. Ft. - if the exterior space is covered and meets all other standards.	Architect	
12 ☐	R7-6-211(1)	Each general or specialty classroom shall have a work space per student (surface and seat).	Architect	
13 ☐	R7-6-211(2)	One or more non-electronic, (3') x (5') surfaces, erasable, suitable for projection and display.	Architect	
14 ☐	R7-6-211(3)	Storage for classroom materials.	Architect	
15 ☐	R7-6-211(4)	Secure storage for student records – may be stored electronically.	Architect	
16 ☐	R7-6-212(1)	Fifty foot-candles in classrooms if incandescent, halogen or fluorescent bulbs (or).	Electrical Engineer	
17 ☐	R7-6-212(2)	Thirty foot-candles for LED bulbs.	Electrical Engineer	
18 ☐	R7-6-213(A)	A School Facility Temperature (with occupied classrooms): shall have a HVAC system capable of maintaining a temperature between 68 and 82 degrees (F) under normal conditions.	Mechanical Engineer	
19 ☐	R7-6-213(B)	Except in areas where the elevation is above 5,000 feet, defective or non-operable air conditioners and evaporative coolers shall be replaced with air conditioning. Non-air conditioned schools with elevations less than 5,000 feet shall be air-conditioned.	Mechanical Engineer	
20 ☐	R7-6-214	Classroom(s) Acoustics: sustained background sound level of less than 55 decibels.	Mechanical Engineer, Architect Are high exposed ceilings designed & acoustical panels deleted? Are there exposed concrete floors in the classrooms?	
21 ☐	R7-6-215	Classroom(s) Air Quality: the CO2 level shall not exceed 800 PPM above the ambient CO2 level.	Mechanical Engineer	
22 ☐	R7-6-216	Measuring Classroom Comfort: Complies w/ R7-6-212 through R7-6-215: 1) Measured at a work surface in (+/-) center of classroom under normal conditions 2) Random sample of 10% of space in each building 3) All portable or modular buildings mfg'd same year and installed at the same time are considered a single building.	Architect	
23 ☐	R7-6-220(A)	A school facility shall have a learning and technology center with space for students	Architect	

		to access electronic and hard-copy research and reading materials. The learning and technology center shall include space for reading, listening, and viewing materials.		
24 ☐	R7-6-220(B)	Elementary Learning and Tech Center: 20 SF per student for 10% of the student body, minimum 1000 SF with at least 150 students.	Architect	
25 ☐	R7-6-220(C)	Middle, Junior High, High School Center: 20 SF per student for 10% of the student body, minimum 1200 SF with at least 150 students.	Architect	
26 ☐	R7-6-221(A) (1)	Learning and Tech Center: Shall Contain the Minimum: One linear foot of bookshelf per student.	Architect	
27 ☐	R7-6-221(A) (2)	150 or more students, one work surface and seat for every 20 students, minimum of 15, maximum of 75.	Architect	
28 ☐	R7-6-221(A) (3)	One TV.	Architect, District	
29 ☐	R7-6-221(A) (4)	Projection equipment and projection surface.	Architect, District	
30 ☐	R7-6-221(A) (5)	Ten books per student.	Architect, District If the District cannot provide hard or soft copies of books at the time of occupancy, the SFOB requires a written plan on how to proceed prior to occupancy.	
31 ☐	R7-6-221(A) (6)	An electronic or hard copy of each: Almanac, Encyclopedia, Atlas and Unabridged Dictionary.	Architect, District	
32 ☐	R7-6-221(B)	If a hard-copy almanac, encyclopedia, or atlas is used, each shall have a publication date of 2000 or later.	Architect, District	
33 ☐	R7-6-225	Cafeteria: shall have a covered space, in which students are able to eat within the school site, outside of classrooms.	Architect	
34 ☐	R7-6-226 (A)	A school facility shall have space, fixtures, and equipment sufficient for receiving, storing, preparing, and serving food to students. The food service fixtures and equipment shall be in or accessible to the cafeteria space.	Architect, District	
35 ☐	R7-6-226 (B)	A School Facility shall ensure food service fixtures and equipment comply with county health codes.	Architect	
36 ☐	R7-6-227(A)	Kitchen equipment as required: (1) 3 compartment sink (1) double-stack oven or a warming oven (1) dishwasher - if reusable dishes / silverware (1) hot-food holding appliance (1) range with hood	Architect, District	

		(1) refrigerator (1) freezer (1) milk refrigerator		
37 ☐	R7-6-227(B)	An alternative may be substituted for any item in (A) if enables to receive, store, prepare and serve food to students.	Architect, District	
38 ☐	R7-6-227(C)	A school facility that receives, stores and serves food prepared off the school site may adjust the items in (A) accordingly.	Architect, District	
39 ☐	R7-6-230	Multi Use Space: Capable for student assembly – space shall be: 1) Large Enough to accommodate 1/3 of the student body 2) Same size or larger than average classroom 3) At least 7 SF multiplied by 1/3 of student body in addition to the Sq. Ft. of open aisle and exiting path space.	Architect	
40 ☐	R7-6-235	Technology: A school facility shall provide at least (1) network connected multimedia device, for every (8) students to use. A multimedia device is a computer, tablet or other smart device w/ internet access capable of presenting multimedia content.	Architect, District	
41 ☐	R7-6-245(A)	Science Facilities: Grades 5 through 12 shall have classroom Sq. Ft. for delivery of practical instruction in science. 1) Grades 5 through 8 no classroom Sq. Ft. is required other than in R7-6-210 2) Grades 9 through 12, 4 SF per student, space shall not be smaller than the average classroom and may be used for other instruction when not needed for instruction in science.	Architect	
42 ☐	R7-6-245(B)	Except as specified in R7-6-251, Grades 5 through 12 shall have the science fixtures and equipment per R7-6-246.	Architect, District	
43 ☐	R7-6-246(A)	Equipment List for Science Facilities: Grades 9 through 12 shall have: (1) demonstration table with non-corrosive surface per 250 students (6) laboratory stations with non-corrosive surface per 250 students (1) fume hood (1) chemical storage unit per 1,000 students (1) eyewash or safety shower station per 250 students (1) dissecting microscope per 25 students, minimum of 12 or ½ the number of students in grades 9 through 12 divided by 25, whichever is fewer (1) refrigerator	Architect, District	
44 ☐	R7-6-246(B)	Grades 5 through 12 shall have: (1) sink per 250 students (1) compound microscope per 25 students, minimum of 12 or ½ of the number of students	Architect, District	

		in grades 5 through 12 divided by 25, whichever is fewer (1) balance per 250 students		
45 ☐	R7-6-247(A)	Arts Facilities: Career and Technical Education Facilities: Except as specified in R7-6-251, Grades 7 through 12 shall have space for art education programs including visual, music, and performing arts and career and technical education programs.	Architect, District	
46 ☐	R7-6-247(B)	Grades 7 through 12 shall have 4 SF per student of space for art and/or career and technical education space. The space shall not be smaller than the average classroom and may be used for other instruction when not needed for instruction in the arts or career and technical education.	Architect, District	
47 ☐	R7-6-247(C)	Kindergarten through sixth grades may deliver art education in classroom SF per R7-6-210. Education in performing arts may be delivered in multi use space, gymnasium or cafeteria if w/ appropriate acoustical treatment.	Architect, District	
48 ☐	R7-6-249(A)	A school facility shall have classroom square footage for indoor physical education activity and a comprehensive health program established in compliance with the academic standards prescribed by the State Board of Education.	Architect, District	
49 ☐	R7-6-249(B)	Physical education indoor space shall be: 1) No more than 50 students, at least 1,600 SF in a single space. 2) 51-125 students, at least 2,600 SF in a single space. 3) 126 to 600 students, at least 5,100 SF at least w/ (1) space at least 2,600 SF in a single space. 4) More than 600 students, at least 7,500 SF which may include space that also serves as a cafeteria.	Architect	
50 ☐	R7-6-249(C)	The classroom square footage designated in subsection (B) may have more than one function including the comprehensive health program.	Architect	
51 ☐	R7-6-250(A)	Equipment for Physical Education Activity: shall have: A school facility shall have one hardscape equivalent in size to an outdoor basketball court per 300 students to a maximum of three hardscapes.	Architect, District	
52 ☐	R7-6-250(B)	A school facility with students in grades seven through 12 shall have a sports field appropriate for softball, hardball, football, track, soccer, or other sports.	Architect, District	

53 ☐	R7-6-251(A)	Alternative Delivery Method: to deliver instruction in art, science or career and technical education, before an alternative method is used, the school district shall: 1) Have the school district governing board determine the alternative method capable of meeting standards by the State Board of Education for the specific subject. 2) Approve use of the alternative method.	Architect, District	
54 ☐	R7-6-255(A)	If parents are invited to assist with school activities, a school facility shall include a work space large enough to accommodate the number of parents expected to assist with school activities at one time.	Architect, District	
55 ☐	R7-6-255(B)	Parent Work Space: The parent work space may be in multiple locations throughout the school facility and may have more than one function.	Architect, District	
56 ☐	R7-6-256	Two-way Internal Communication System: Such as a telephone, between a central location and each general and specialty classroom, the learning and technology center and the cafeteria.	Architect, Electrical Engineer	
57 ☐	R7-6-257	Fire alarm system as required by the State Fire Marshal.	Architect, Electrical Engineer	
58 ☐	R7-6-258(A)	Administrative space shall be: ● Administrator 150 SF. ● General administrative purposes a space between 150 SF and 1.5 SF per student, as reasonable for the size of the anticipated student body, is required. The maximum may be exceeded	Architect	
60 ☐	R7-6-258(B)	Isolated sick student area is required: ● Accessible to a restroom ● Minimum 1 cot per 200 students, 4 cots maximum.	Architect If all of the required cots cannot reside in the nursing station, the District shall create a written plan/map showing the location(s) where additional cots are stored and where to assemble them in case of an incident.	
61 ☐	R7-6-258(C)	Faculty work space required: A space between 150 SF and (1) SF per student, as	Architect, District	

		reasonable for the size of the anticipated student body, is required. The faculty work space may be in multiple locations throughout the school facility and have more than one function.		
62 ☐	R7-6-260(A)	School buildings shall be in compliance with federal, state and local building and fire codes and laws that are applicable to the particular building.	Architect	
63 ☐	R7-6-260(B)	At a minimum, the 1997 Uniform Building Code (UBC) is required to be met for new school facility construction and, as required, for building renovations in existing schools.	Architect The most current building code will be determined by the AHJ.	
64 ☐	R7-6-261	Energy Saving Measures: Both construction of a new school facility and renewal of an existing school facility shall include, energy conservation measures that will provide dollar savings in excess of the cost of the conservation measure within (8) years of the construction or renewal.	Electrical Engineer	
65 ☐	R7-6-265(A)	Building Systems: As required under A.R.S. § 41-5711(B)(3), building systems in a school facility shall be in working order and capable of being properly maintained. A building system is considered to be in working order and capable of being maintained if: 1. The system is capable of being operated as intended; 2. The system is capable of being maintained according to manufacturer's instructions; 3. Newly manufactured or refurbished replacement parts are available; 4. The remaining life expectancy of the system is at least three years; 5. The system is capable of supporting the gross square footage of the school facility; and 6. Components of the system present no imminent danger of personal injury.	Architect, District	
66 ☐	R7-6-265(B)	Building systems required under A.R.S. § 41-5711(B)(3) to be in working order and capable of being maintained include roof, plumbing, telephone, electrical, and HVAC systems. Additionally, under this Chapter, the following building systems shall be in working order and capable of being properly maintained: fire alarm, two-way	Architect	

		internal communication, network cabling, and security systems.		
67 ☐	R7-6-270	Building Structural Soundness: As required under A.R.S. § 41-5711(B)(4), all buildings of a school facility shall be structurally sound. A building of a school facility is considered structurally sound if the building: 1. Presents no imminent danger of personal harm, 2. Has no visible signs of major decay or distress, and 3. Appears to have at least three years of remaining life expectancy.	Architect, Structural Engineer	
68 ☐	R7-6-271(1)	Exterior envelope: a. Walls and roofs are constructed of materials requiring minimal maintenance, including painting. b. Walls, roof, doors and windows are weather tight under normal conditions with routine upkeep. c. Building structural systems support the loads imposed on them.	Architect	
69 ☐	R7-6-271(2)	Interior surface: a. Structurally sound. b. Capable of supporting a finish. c. Capable of continuing in its intended use, with normal maintenance and repair, for at least three years. d. Has appropriate blocking for support of attached elements.	Architect, Structural Engineer	
70 ☐	R7-6-271(3)	Interior finish: a. Free of exposed lead paint. b. Free of friable asbestos. c. Capable of continuing in its intended use, with normal maintenance and repair, for at least three years.	Architect	
73 ☐	R7-6-285	Guideline Exception: The Board may grant an exception from any of the guidelines, in this Chapter. To obtain an exception, the governing board of the school district shall submit a written request to the Board. The Board shall grant an exception if it determines the intent of the guideline is capable of being met by the school district in an alternative manner. If the Board grants the exception, the Board shall deem the school district meets the	Architect, District, SFOB	

		guideline and is not eligible for state funding to meet the guideline.		
76 ☐	A.R.S. §34-451	Comcheck for envelope, HVAC, electrical required.	Mechanical Engineer	
77 ☐	A.R.S. §34-451	Complies with ASHRAE 90.1.	Mechanical Engineer	
78 ☐	Davis-Bacon	Verify specifications are correct.	Architect	
79 ☐	Design-Bid-Build	Include a “reject all” clause in bidding instructions.	District This clause may be required if the bids or CMAR cannot provide work within the funds allocated by the SFOB	
80 ☐	ASHRAE 62.1	Provide outside air calculations.	Mechanical Engineer	
81 ☐	ASHRAE 62.1 Table B-2	Low VOC on all applicable materials (finishes and adhesives).	Architect	
82 ☐	ASHRAE 62.1 §5.4	Air stream surface mold resistance within the first 10’-0” of the duct from the HVAC unit.	Mechanical Engineer	
83 ☐	ASHRAE 62.1	Submit 62MZCalc Spreadsheet(s) from user’s manual.	Mechanical Engineer	
84 ☐	A.R.S. §15-156	No application of diisocyanates while building is occupied by students or teachers (foam roof).	Architect	
85 ☐	Policy	SFOB Project Number on all sheets and documents.	Architect	
86 ☐	Policy	All drawings at the same level of completion.	Architect	
87 ☐	Policy	Roofing system submittal at DD.	Architect	
88 ☐	Policy	Provide a single drawing of adjacent ways.	Architect	
99 ☐	Policy	Composite site plan in a single file.	Architect	
90 ☐	Policy	HVAC in MDF or IDF rooms to be cooling only.	Mechanical Engineer	
91 ☐	Policy	Soil remediation (if required).	Architect, Civil	
92 ☐	Policy	Verify if existing utilities are adequate for additional space: ● Water supply ● Waste / septic system ● Gas supply ● Electrical service	Mechanical Engineer, Electrical Engineer	
93 ☐	Recommend	Rilem tubes test all exterior walls, including back of parapets or District exception letter showing warranty & upgraded sealer criteria	Architect, Contractor A letter from the coating contractor shall be provided as a required closeout document	

94 ☐	EO 2005-05	Provide scorecard (not certification) showing that this project meets LEED Silver Design version #2	Architect This scorecard shall be provided as a required closeout document	
95 ☐	Recommend	Provide waterless urinals as required by LEED Silver Design version #2	Architect & Plumbing Eng.	
96 ☐	Recommend	Landscaping sprinklers main water lines minimum 10'-0" from face of building / foundation	Architect, District, Mechanical Engineer Provide this requirement on the drawings	
97 ☐	Recommend	If any of the Minimum Adequacy Guideline requirements are excluded from the scope of work of the design disciplines then the School Facilities Board must be notified as part of the review process.	Architect, District	
98 ☐	Recommend	Provide drinking water fountains with lead filters to reduce lead in drinking water.	Mechanical Eng. Suggest bottle filling (touch free)	
99 ☐	Recommend	Security fencing for 7-12 grade levels needs to be defined by the District and reviewed by the SFOB.	Architect, District, SFOB	
100 ☐	SFOB Performance Specification Policy XI	The Architects and/or Engineers hired by the Districts shall utilize the SFOB Performance Specifications to modify their specifications.	Architect, Engineer	
101 ☐	Recommend	The Architects hired by the Districts shall provide to the SFOB Staff Architect their AutoCAD P-Lines or equal depicting gross square footage as required by A.R.S. 41-5711.(Paragraph E, Item #4)	Architect Submit by the 4th required CD phase meeting.	
102 ☐	Recommend	The Architect shall request from the Contractor the Asbuilt Drawings & Specifications for final review. All project closeout documents are required by the SFOB for final financial closeout.	Architect	
103 ☐	Recommend	As part of the District's contractor's quality control procedures, mockups are required to demonstrate the Architect's design intent for the District's approval prior to the contractor's scheduled work activities. If this process does not include the District's prior approval, the Architect or Contractor may be found responsible for added costs.	Architect i.e.: standard floor sealing vs. polish concrete sealing for floor slabs	