

**SFB Required Documents for New School Facilities Plan Review
to confirm Square Footage and MAG Compliance**

Meetings	Drawings Submittal	Drawing Size	Design	Building Sizes	Site Plan	Codes	Civil	MAG	Cost Estimate	Completion of Drawings	SFB's Drawing(s)	SFB Specification
2nd Meeting - Schematic Design	One week before the meeting**	Half Size 12" x 18"	Programming Concepts - Verified with the district for approval & recommendation of the Scope of Work (Wish List)	Overall footprint - Required Classrooms / Support Spaces - Kitchen / Dining Area / Sports Areas	Overall Campus with Building Numbers	Building Zoning	1. Drainage / Retention / Issues 2. Utilities Locations 3. Surveys - Land / Boundary /ALTA 4. Environmental Phase I	Drawing Checklist	Preliminary	All Design Disciplines need to be providing input to the different proposed Design Concepts - to meet the MAG requirements - Local Building Codes / Issues - Different Costs per different Design Concepts	Preliminary Site Plan(s) / Floor Plan(s) - Descriptive Drawings showing Compliance with MAG, Preliminary square footage required	
3rd Meeting - Design Development	Two weeks before the meeting**	Half Size 12" x 18"	Preliminary - Overall set of drawings from all Disciplines with Architectural and Civil Displines more complete than the other Design Disciplines	Floor and Roof Plans with Dimensioned with preliminary Callouts / Keynotes	Site Plan with Dimensions / Callouts & Keynotes	Building Issues / Zoning	Developed Drawings	Drawing Review Checklist	More Developed	More Developed with Building Section and Exterior Elevations	More Developed - Site Plan(s) / Floor Plan(s) - Descriptive Drawings showing Compliance with MAG, established square footage required	Fully completed Roofing Specifications
4th Meeting - Construction Documents	Three weeks before the meeting**	Half Size 12" x 18"	FF & E - Use the SFB's Site and / or Floor Plan(s) - to Define: "Contractor Supplied / "Contractor Installed" - "Owner Supplied" / "Contractor Installed" - "Owner Supplied" / "Owner Installed"					Completed Drawing Review Checklist	Completed Cost Estimate	100% Complete set of drawings from all Design Disciplines which will be used to submit to the Municipalities foe approval and a Building Permit - Review Comments to be approved and the same drawings used for bidding / Contractor Selection	Final square footage required with separate highlighted P-line on all floor plans to verify SFB awarded square footage	Complete set of Specifications

** To accommodate large file sizes, please request access to the SFB share drive to submit documents for review. Please contact SFB staff to request access