Facility Planning & Control

**DESIGN PHASE TRANSMITTAL**

In account with (Design Professional):

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Telephone No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name & Location:

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DESIGN PHASE SUBMITTAL

*Note: Check one (1) only, as applicable.*

❑ Program Completion

❑ Schematic Design

❑ Design Development

❑ Construction Documents

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Materials Transmitted

❑ Time Schedule

❑ Completed Program

❑ Schematic Drawings

❑ Outline Specs.

❑ Code Analysis

❑ Energy Analysis

❑ Statement of Probable Cost

❑ Design Develop. Drawing

❑ Design Development Specs.

❑ Design Calculations

❑ Const. Documents Drawings

❑ Construction Documents Specs.

❑ Bid Documents

❑ Fire Marshal

❑ Div. of Health

❑ Ofc. of Telecom.

❑ Bid Recommendation

❑ Previously Reviewed Documents

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**CERTIFICATION OF PHASE COMPLETION**

The signature below specifically certifies the following. (All boxes must be checked for the submittal to be complete.)

❑ *The submittals for this phase have been prepared by me or under my direct supervision.*

❑ *The applicable phase is complete and that all aspects of the project have been coordinated and checked.*

❑ *I have reviewed the site, property and Topographic Surveys, Soils Reports and any other special services provided.*

❑ *Regulatory Agencies have been contacted as well as suppliers of utilities.*

❑ *Documents comply with the Public Bid Law, including R.S. 38:2290-2296. ("Closed Specifications")*

❑ *I, or my consultants, have copies of, or ready access to, all standard specifications referenced in the documents and know their contents, purpose and application to this project.*

❑ *For Construction Document Phase Only: An interdisciplinary coordination review of all Construction Documents has been performed and review documentation has been provided.*

Designer's Signature & date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

copies provided to:

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