



Consulting

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PROJECT INFORMATION CHECKLIST

Date: _____
TO: _____

The following information is necessary prior to starting this project. If there are multiple building types involved, please list information for all. Please fill out the form, sign on the back page, and fax back.

Kamm Job #: _____
Project Name: _____

BUILDING INFORMATION

1. Structural Engineer: {name & phone number} _____
2. Civil Engineer: {name & phone number} _____
3. Landscape Designer: {name & phone number} _____
4. Building Classification(s):
 Occupancy {group(s) & square ft.}: _____
 Type {construction(s) & square ft.}: _____
 Building Height: _____
5. Project full address:
 State: _____
 Street: _____
 County: _____
 Permitting Office: _____
 Full Address: _____
6. Exact square footage shown on architecturals:
 Air-conditioned: _____
 Non-air-conditioned: _____
 Billable Sq. Ft. _____
7. Building occupancy (# of people): _____

8. Roof construction (concrete thickness): _____
9. Wall construction (concrete thickness): _____
10. Insulation R-values: {roof & walls} _____
11. Window U-value: _____
12. Window shading coefficient: _____
13. Window visible transmittance: _____
14. Window panes: {single, double, or triple} _____
15. Window thickness: {1/8", 3/16", 1/4"} _____
16. Location of fire rated walls, shafts, & ceilings _____
17. Full Architectural drawings, including elevations _____
18. Existing building drawings (Mechanical, Electrical, Plumbing, Fire Sprinkler & Civil, if applicable).
19. Rooms available for electrical and / or Mechanical equipment. _____
20. Clearance above ceiling for equipment ductwork, etc. _____
21. Cut sheets on all kitchen equipment & equipment suppliers' phone numbers (if applicable).
22. Civil Plans – Water location
Sanitary location
Grease trap
Catch basin
Natural gas lines
Power company easements & lines
23. Ceiling height. _____
24. Smoke partitions. _____
25. Beam and joist layouts. _____
26. Parapit heights. _____
27. Establish budget construction cost, total and MEP allowance. _____
28. Landscape plan. _____

MECHANICAL INFORMATION

1. Type of Thermostat:{on/off or programmable} _____
2. A/C unit efficiency (if requested by Owner) _____
3. Computer room A/C: _____
4. HVAC grill types: Linear, Perforated, Louvered _____
5. Ductwork type: Sheet metal, Fiberglass _____
6. Plenum return or ducted. _____
7. Zoning w/T-stat locations. _____
8. A/C type: RTU's, Splits, Chiller, AHU (and locations for equipment).
9. Ventilation – Kitchen, grease hood, dishwasher, etc. _____
10. VAV's required. _____
11. Separate A/C for telephone closets. _____
12. Atriums' smoke evacuation. _____
13. Review shaft sizing and locations for: _____
 - Stairwell pressurization
 - Refrigeration piping
 - Bath ventilation
 - Future ventilation
 - A/C ductwork
 - Smoke evacuation
 - O/A ductwork
 - Condensate and chill water piping
14. Locations for roof equipment. _____
15. After hours A/C. _____
16. Louvers for ventilation _____

ELECTRICAL INFORMATION

1. Lighting: {parabolic or prismatic} _____
2. Down lighting: {incandescent or fluorescent} _____
3. Emergency lighting: {2'x4' or wall packs} _____
4. Location of isolated ground receptacles (if applicable) _____
5. Locations of dedicated outlets (if applicable) _____

6. Number of computers & cut sheets for equipment in computer rooms (if applicable) _____
7. Systems furniture type: (5 wire, 8-wire, floor fed, power poles, etc.) _____
8. Owner required outlets (computers, copiers, coffee machines, data/telephone, etc.) _____
9. Special switching & dimming locations and/or special lights required. _____
10. Full communication or security system plan and phone numbers of contacts (if applicable). _____
11. Main telephone / data termination location. _____
12. Light levels desired in office/warehouse/workshop areas. _____
13. Owners site lighting requirements: (lighting levels, etc.) _____
14. Site lighting fixtures: {high pressure-sodium or metal halide} _____
15. Receptacle/telephone/computer/fax outlet locations and heights. _____
16. Lighting layout. _____
17. Switching layout. _____
18. Main electric service inside/outside. _____
19. Interior panel locations. _____
20. Cove lighting. _____
21. EMG lighting type. _____
22. Exit sign type. _____
23. Color of switch plates. _____
24. Elevator equipment. _____
25. Appliances: Dishwasher
Garbage disposal
Refrigerator with ice maker
Ice maker
26. Computer rooms: EPO
Equipment
Raised floor
Separate meter
Fire dampers

- 27. Separate metering. _____
- 28. FP&L transformer location. _____
- 29. Site signage / building signage. _____
- 30. Site lighting: Lamp type
Pole type
Fixture type
Landscape lighting
Wall packs
Bollards
- 31. Sprinkler pump. _____
- 32. Lift stations. _____
- 33. Fire alarm main panel location. _____
- 34. Exterior outlets. _____
- 35. Future power requirements. _____
- 36. Standby generation requirements: Loads on generator
Generator location
Fuel requirements
- 37. UPS required: Loads on UPS and location. _____
- 38. FM200 needed. Tie panel to fire alarm. _____
- 39. Security system – conduit and J-boxes for camera/card access, etc. Also locations for power.

PLUMBING INFORMATION

- 1. Tank or flush valve plumbing fixtures: _____
- 2. Water Heater or Insta-hot: _____
- 3. Water Heater Location. _____
- 4. Compressed air drop locations. _____
- 5. Location of water & sanitary tie in. _____
- 6. Roof drains. _____
- 7. Location of water meter / backflow. _____
- 8. Flush valve or tank. _____
- 9. Condensate drain – drywell? _____

10. Water heater insta-hot locations. _____
11. Wet column locations. _____
12. Location gas meter & pressure reducer. _____
13. Hose bibb locations. _____
14. CAN wash locations. _____
15. Compressed air drops / air compressor location. _____
16. Material type cast iron / PVC. _____
17. Scupper location or other type. _____
18. Booster pump room – required. _____
19. Boiler room – required. _____
20. Recirculating H.W. pump. _____
21. Natural / propane gas required. _____
22. Drinking fountains – type and location. _____
23. Eye wash locations and type – floor drain. _____
24. Trench drains – truck well. _____
25. Sand oil interceptor. _____

FIRE SPRINKLER INFORMATION

1. Architectural Backgrounds. _____
2. Reflected ceiling plans. _____
3. Room Names for hazard classification. _____
4. Ceiling Heights for position, compliance with obstruction rules and hydraulic calculations. _____
5. Civil Site Plan, indicating:
 - a. City water supply with pipe sizes. _____
 - b. Location of fire hydrants. _____
6. Structural Framing Plan, with:
 - a. Type of structural support (i.e. steel joists, steel beams, concrete beams, flat slab, concrete twin tee, metal deck, etc.) _____
 - b. Elevations or sections of the structural framing plan indicating depth of structural members. _____
7. Insurance Carrer for the finished building (i.e. FM Global). _____

8. Owner-specific design criteria (i.e. types of fire sprinklers, fire sprinkler finish) _____
9. Future expansion of fire sprinkler service, if needed. _____
10. County or Jurisdiction for project compliance with FBC Amendments in Florida or other jurisdictional requirements outside of Florida. _____
11. Special areas provisions or dedicated systems requirements (pre-action, dry, deluge, FM-200, Inergen) _____
12. Type of Fire Pump, if needed (i.e. electric, diesel) with: _____
a. Location of fire pump room (provided above flood level).
b. Location of fuel tank, if required.
13. For renovations (additional information needed) _____
a. Existing fire sprinkler manufacturer/model.
b. Existing fire sprinkler layout (as-builts) with pipe sizes.
c. Existing fire pump specifications.

Signature: _____

Add Additional Sheets if necessary.