

Name of firm submitting document (CM or Contractor): _____

District's Project Name: _____

District's Project Number: _____

INSTRUCTIONS: This list shows all "shop drawings" that BCS wants to review. Not all listed drawings apply to each project. The Contractor or Construction Manager (CM) will place a check mark in the column labeled "To Be Provided" for all shop drawings that apply to this specific project. Click in the individual cells to place a check mark.

BUILDING CODE SERVICES - SHOP DRAWING CHECKLIST FOR BCS REVIEW					
BCS Section Number	Description	To Be Provided	BCS Section Number	Description	To Be Provided
01 52 13	Construction Field Office or Shed		09 22 14	Non-Structural Metal Framing (Soffits and Headers)	
03 47 13	Tilt-up Concrete Panel Engineering		10 14 43	Exterior Marquee (Structural)	
03 52 16	Light Weight Insulating Concrete Roof		10 75 00	Flagpoles	
05 31 00	Steel Deck – (for Roof and Floor)		10 73 26	Aluminum Walkway Covers	
05 12 01	Structural Steel		11 68 43	Exterior Scoreboards (Structural)	
05 12 02	Roof Framing		12 61 00	Auditorium Seating	
05 21 00	Steel Joists & Joist Girders		12 66 00	Telescoping Bleachers	
07 10 10	Roof Covering System (combined submittal)		13 34 00	Fabricated Engineered Structure	
07 01 50	Elastomeric Roof Repair and Restoration		13 34 16	Bleachers, Grandstands, Modular Press Box (DCA approved plans)	
07 31 13	Asphalt Shingles		21 00 00	Fire sprinkler plans, product data, and hydraulic calculations	
07 32 16	Concrete Roof Tiles		23 33 00	Fire Dampers, Smoke Dampers, and Combination Fire Smoke Dampers	
07 52 00	Modified Bitumen Membrane Roofing		26 36 00	Transfer Switch (Emergency)	
07 61 13	Metal Roof Panels		26 56 29	Site lighting shop drawings; include photometric & structural on poles.	
05 40 00	Cold Formed Metal Framing (ceiling or floor joist, roof rafters/trusses, soffits)		26 58 68	Sports Lighting; include structural plans on poles.	
06 41 00	Custom Casework (Review for Accessibility Only)		26 35 13	Emergency Generator	
07 62 00	Flashing & Roof Vents		28 31 00	Fire Alarm and Smoke Detection System.	
07 72 13	Roof Curbs & Curb Adapters		27 51 23	Intercom System	
07 72 23	Roof Hatches		33 32 19	Lift or Pump Stations	
08 11 00	Exterior Doors		33 33 00	Grease Trap or Oil Water Separator	
08 71 00	Door Hardware		35 56 16	LP Tank & Distribution Piping Installation Details and Site plan	
08 51 13	Exterior Windows		35 51 13	Gas Piping Installation Details and Routing on a Site Plan	

INSTRUCTIONS FOR "SHOP DRAWING CHECKLIST FOR BCS REVIEW" AND SHOP DRAWING SUBMISSION

PREAMBLE: The School District of Palm Beach County, Building Services Department (BCS), reviews only certain product data (shop drawings / delegated engineering). The list titled "BUILDING CODE SERVICES - SHOP DRAWING CHECKLIST FOR BCS REVIEW" (shop list) (provided separately) shows all shop drawings that must be provided to BCS when in the scope of your specific project. The term "shop drawing" is understood to refer to all post permit product data submittals.

CONTRACTOR / CONSTRUCTION MANAGER INSTRUCTIONS

1. Contractor or Construction Manager to review the shop list and place a check mark next to each product data (shop drawing) submittal that is within the scope of work for the project being considered. Check marks appear automatically in the designated column by clicking on the appropriate cell. Save the form after it's filled out or the check marks will be lost.
2. Contractor or CM will then return the completed list to BCS.
3. Contractor or CM will submit all shop drawings shown on the completed list to BCS after they have been approved and stamped by both the Contractor/CM and the design team. Each submitted document **MUST USE** the BCS section number shown on the form. Improperly marked (wrong section number) documents or documents lacking the proper review stamps will be returned without review for correction.
4. BCS prefers one complete original submittal per section number. Identify multiple submittals per section number (when unavoidable) with a tracking number in parenthesis after the section number; example: 05-31-00 (1).
5. From time to time, BCS plan reviewers may request review of a shop submittal not shown on the form. In those cases, be sure to obtain the correct BCS section number from the reviewer to avoid returns without review. Special submittals are not shown on the tracking form.
6. Project close out submittals are not shown on this form. Those items are tracked separately by BCS.