**DESIGN MILESTONE APPROVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College:** |       |  | **Date:** |       |
|  |  |  |  |  |
| **Project Name:** |       |  | **Project Number:** |       |
|  |       |  | **DSA Number:**  |       |
|  |
|  | **Milestone Deliverable:**  [ ]  Programming [ ]  Program Validation [ ]  Collaboration Phase[ ]  100% SD [ ]  50% DD [ ]  100% DD [ ]  50% CD [ ]  95% CD Turn Page [ ]  100% CD [ ]  DSA  |
|  |  |
| [ ]  | **01** | **LACCD/Campus Standards Compliance**  |
|   | [ ]  | A. Contract Requirements Compliance |
|  | [ ]  | B. Design Documents Submission Standard Compliance  |
|  | [ ]  | C. Design Standard Compliance Report |
|  | [ ]  | D. Sustainable Design Standard Compliance |
|  | [ ]  | E. BIM/CADD Standard Compliance |
|  |  | [ ]  E.1 ProjectWise/BIM or non-BIM Standards Validation Report Completion  (DES-0002-B or DES-0002-C) |
|  |  | [ ]  E.2 BIM As-Built Asset Data Completion (DES-0002-D or DES-0002-E) |
|  |  | [ ]  E.3 Milestone documents uploaded to ProjectWise by Design Consultants |
|  | [ ]  | F. DES-013 Building Design Feature Checklist  |
|  | [ ]  | G. District & Campus IT Standards  |
|  | [ ]  | H. District & Campus Standards  |
|  | [ ]  | I. Green Papers |
|  |  | [ ]  I.1 Water Conservation |
|  |  | [ ]  I.2 Rainwater Harvesting |
| [ ]  | **02** | **Programming Compliance**  |
|  | [ ]  | A. Master Planning/ EIR Compliance DSA A# Resolution (if applicable) |
|  | [ ]  | B. Cap Load Validation |
|  | [ ]  | C. Programming Coordination with Owner Project Requirements  |
|  | [ ]  | D. Open DSA Number(s) Resolution (if applicable)  |
| [ ]  | 03 | Owner Project Requirements (and milestone updates if applicable)  |
| [ ]  | 04 | Building User Group (BUG) Project Milestone Sign-off (Including Director of Campus Facilities) (DES-0012-B) |
| [ ]  | 05 | Owner Initiated Scope Changes (CP-0252) |
| [ ]  | 06 | Sustainability Cover Sheet (DES-0007-A) for all LEED and non-LEED projects |
| [ ]  | 07  | Sustainable Checklist Renovation Project if applicable (DES-0007-B) |
| [ ]  | 08  | Energy Modeling Cover Sheet (DES-0007-C) |
| [ ]  | 09 | AE Team internal QA/QC milestone review comments & responses (See DES-0003-A1/A2, DES-0003-B & DES-0004) |
| [ ]  | 10 | Project Review Comments (DES-0003-C if applicable) |
| [ ]  | 11 | Commissioning Agent review comments with validation (if applicable) |
| [ ]  | 12 | Validation of Design Consultant’s incorporation of comments from previous milestone submittal |
| [ ]  | 13 | Reconciled Estimate to Budget (if applicable) |
| [ ]  | 14 | FF&E Master agreement |
| [ ]  | **15** | **DSA**  |
|  | [ ]  | A. DSA Plan Check Comments with Design Consultant’s responses (if applicable) |
|  | [ ]  | B. Master Planning/ EIR Compliance DSA A# Resolution (if applicable) |
| [ ]  | **16** | **Contract Bulletin - Contracts** |
|  | [ ]  | A. Construction General Services Storm Water Permit (if applicable) |
|  | [ ]  | B. Master Planning/ EIR Compliance DSA A# Resolution (if applicable) |
| [ ]  | 17 | 01010 Summary of Work |
| [ ]  | 18 | 00800 Supplementary Conditions Suggestions |

**REQUIRED SIGNATURES SECTION**

**College Project Team Approval**

|  |  |  |  |  |
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| Print Name: |       |  | Signature: |       |
| Print Title:  |  |  | Date : |       |

**Program Management Office Approval**

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| --- | --- | --- | --- | --- |
| Print Name: |       |  | Signature: |       |
| Print Title:  |       |  | Date : |       |