

DD Specifications Checklist

last updated by Andrea Bowman on Oct 30, 2024


At the beginning of the Design Development phase, download the DD Specifications Checklist and fill in the corresponding fields throughout the Design Development phase to describe the project requirements as fully as possible. It is critical to coordinate with the appropriate team member who will be preparing the specifications at the beginning of the DD phase to understand when they will need the checklist completed so that they can complete their work prior to the scheduled DD deadline. **The specifications checklist should typically be completed at least two weeks before the scheduled deadline.**

Design Development Specifications Checklist

How to Use the Checklist

First download the Design Development Specifications Checklist file above and save it to your project folder in the "Specifications folder". This file can now be modified for your project and will be used for both DD and CD's.

1. Open the checklist from your project folder.
2. Work your way through all of the items on the list with the project team. Information in columns D and E are intended as supplemental instructions to help fill out the checklist and should be edited or removed.




















A	B	C	D	E
GHC SPECIFICATION CHECKLIST				
	GHC Project Number:	This is an example of a filled in section		
	Project Name:			
	Owner Project Number:			
	Is project Public or Private?	if public, list entity (i.e. State, LSU, etc.)		
	Square Footage:			
	Project Budget:			
	 GRACE HEBERT CURT			
SPEC SECTION	TITLE/PRODUCTS	NEEDED?	ADDITIONAL CLARIFICATIONS REQUIRED/LIST PRODUCT SPECIFIC INFO HERE	
DIVISION 00				
	Owner Front End Docs?		Save in project folder, these will overwrite applicable sections below	
	Cover sheet/Back cover	yes		
00 0001	Table of Contents	yes		
00 0002	Project Directory	yes	List Consultants	
00 0003	Professional Sealpage	yes		
00 0004	Advertisement or Invitation for bids?			

00 0004	Advertisement or Invitation for Bids?		
	Bid Due Location:		
	Bid Due Date/Time:		
	Bid Documents Available Electroncially?		
	From where?		<i>i.e. Bid Sync, Central Auction House</i>
	Bid Documents Hard Copies Available?		
	If so from where? Deposit amount?		
	Prebid meeting, mandatory or not?		
	Meeting date		
	Meeting time		
	Meeting location		
	Bidder (construction) Classification:		
00 0005	Instructions to Bidders		
	Contract Time:		<i># of calendar days - or - specific date; are there phased dates?</i>
	Liquidated Damages value (original):		
	Liquidated Damages value (punch list):		
	CA through Project Trek?		
00 0006	Does Owner have own bid form?		
	Number of Alternates:		<i>Describe each</i>
	Unit Pricing:		<i>Describe each</i>
00 0007	Bid Bond?		
00 0008a	Owner-Contractor Contract:		<i>list which Owner-Contract being used (AIA A101, etc.), are there any modifications, do a draft need to be included in specs?</i>
00 0008b	General Conditions:		<i>does Owner have specific version or do we use GHC version?</i>

If you have made any updates after the initial DD specifications have been created, change the color of the newly modified information and inform the spec writer of the new information that is to be updated

A	B	C	D	E
SPEC SECTION	ITEM		RESPONSE	ADDITIONAL CLARIFICATIONS REQUIRED
DIVISION 02				
02 4000	Demolition			<i>List demo scope, items to be salvaged (reused or turned over to owner)</i>
DIVISION 03				
03 3000	Cast-In-Place Concrete			<i>if not being provided by Structural Engineer</i>
03 4900	Glass-Fiber Reinforced Concrete			This is an example of a filled in section
03 3500	Concrete Finishing			You can save specific product information in the "Products Folder" but include note indicating product information has been provided here.
03 5416	Hydraulic Cement Underlayment			
DIVISION 04				
04 2000	Unit Masonry			
	CMU? Split-Face, Burnished, Polished?			<i>Basis of Design product if this is the Exterior Finish</i>
	Brick?			<i>Basis of Design product</i>
04 2600	Adhered Masonry Veneer			
04 7200	Cast Stone Masonry			<i>Basis of Design product</i>
04 7300	Manufactured Masonry Veneer			<i>Basis of Design product</i>
DIVISION 05				
05 4000	Cold Formed Metal Framing			
05 5000	Metal Fabrications			
	Ladders - Interior for Roof Access			<i>steel or aluminum?</i>
	Ladders - Exterior w/ Platform? Cage?			<i>steel or aluminum?</i>
	Bollards			<i>if not being provided by Civil Engineer</i>
	Downspout boots			<i>cast iron or cast aluminum?</i>
05 5100	Metal Stairs			
	Type of Railing			<i>Pipe Railing? Painted Steel, Galvanized or Stainless?</i>
05 7300	Decorative Metal Railings			<i>list all types of railing; painted, galvanized, stainless? Infill panels? perforated risers? there is a Basis of Design for a system, please include.</i>
05 7600	Decorative Metal			<i>Basis of Design Product</i>

If specific products or systems are intended to be included, save the related product information to the "Products" folder within the Specifications sub-folder and make note that the product information has been saved to the server in the checklist notes. Providing this information to the specification writer will save time and help provide more accurate specifications for the project.

Name	Date modified	Type
 Appliances	7/8/2020 5:04 PM	File folder
 BIG ASS Fan Essence 14 ft	5/15/2020 9:54 AM	File folder
 Centria	3/3/2020 11:51 AM	File folder
 Door Hardware	5/21/2020 1:28 PM	File folder
 Eldorado Stone	3/9/2020 2:03 PM	File folder
 Interior Finishes	4/6/2020 2:57 PM	File folder
 Interior Railing	5/15/2020 11:20 AM	File folder
 Kawneer 1600	5/14/2020 9:35 PM	File folder
 Kingspan	3/3/2020 1:38 PM	File folder
 Lighting	2/18/2020 9:13 AM	File folder
 Longboard	4/1/2020 10:00 AM	File folder
 MATRIX 1.0	5/18/2020 2:23 PM	File folder
 MetalTech Corten	5/18/2020 5:16 PM	File folder
 MonoSpace 500 Documents - Config	5/18/2020 2:54 PM	File folder
 MonoSpace 500 Documents - specs	5/15/2020 11:03 AM	File folder
 overhead door	5/12/2020 8:27 AM	File folder
 Products Reviewed (not used)	4/1/2020 10:01 AM	File folder
 Sargent	4/1/2020 9:54 AM	File folder
 card reader plans 3-27-2020	3/27/2020 11:17 AM	PDF Document

Final Steps

Once the checklist has been completed, contact the appropriate specification writer for the project to review.

Specifications Committee



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Associate, Senior Project Manager



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