ODA New Project Quality Control Checklist

PROJECT NAME: _____ **ADDRESS:**_____

At intake, plans shall provide sufficient detail to show extent of work and required accessible features. Incomplete plans will not be accepted and ODA will issue a copy of this checklist to the Project Architect and the Project Sponsor. A plan set may be considered incomplete and rejected by ODA for any of the following reasons:

- ❑ ODA **Project Intake Form** incomplete or ODA Permit Fee unpaid
- ❑ **Completed forms** not scanned onto plans –
    - o DBI Disabled Access Checklist
    - o ODA Project Sign-off form
    - o Mobility and communication unit dispersal matrix
    - o Copy of pre-application meeting minutes prepared by the architect
- ❑ **Site plans** without accessible routes of travel indicated between dwelling units and:
    - <u>all</u> site arrival points including public transportation stops;
    - o site entry points, including parking;
    - o site amenities, community resources and services in common areas.
    - o accessible parking plans and details with dimensions, clearances, slopes, signage, and parking ratios.
- ❑ **Site details** not provided, indicating compliance of –
    - o All route of travel elements; viz. ramps, elevators, stairs, etc.
    - o amenities; mail boxes, trash rooms, laundry room, benches, BBQ's, planters, courtyard paving, etc.
- ❑ **Enlarged dwelling unit floor plans and elevations** of all kitchen and bathroom types showing all fixture requirements and clearances or keyed to standard details in each instance.
- ❑ **Door schedule** lacking:
    - o Size (width/height)
    - o Hardware groups and height
    - o Threshold details referenced
    - o Elevations
    - o Signage coordination (details referenced and copy/text for room name)
- ❑ **Signage** schedule without elevations/details of location and mounting height.
- ❑ <u>Maneuvering clearances</u> at doors not fully dimensioned on plans.
- ❑ <u>Coordination errors</u> – Architectural, civil, landscaping, mechanical, electrical, plumbing and structural plans with accessibility-related details cross-referenced with sheet notes and call-outs.
- ❑ Drawings indicated on index sheet, but <u>missing</u> from set.
- ❑ Additional Comments:

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MOD Reviewer:_____**Date:**_____
Please visit www.sfgov.org/oda for ODA's complete project review process.