

## **ELECTRONIC SAFETY AND SECURITY DESIGN DELIVERABLE CHECKLIST**

**SCHEMATIC DESIGN:** Initial Design Stage: Establishes Building and Site location, size, shape, and conceptual plans. AE Team confirms Programming requirements with Owner.

DESIGN NARRATIVE – Describing Standards, Systems, Functions and Products to include:

- Security Pathways and Spaces
- Electronic Access Control
- Video Surveillance
- Intrusion Detection
- Emergency Call Boxes
- Proposed Variances, if any, Identified and Submitted

DESIGN EXHIBITS / DRAWINGS:

- Security Responsibility Matrix (Reference Design Guideline)
- Site Plan Identifying:
  - Vehicle Entry / Exit Points, Parking Areas, Drop-off zones and Loading Docks
  - Pedestrian Pathways, Crosswalks and Building Entry/Exit Points
- Floor Plans Identifying:
  - EAC/Security Closets Location and Size
  - Proposed Open Volume, High Ceiling or Double Height Areas

**DESIGN DEVELOPMENT:** Building and Site configuration refinement for Owner review. AE Team coordination begins in earnest. Plans should be confirmed and generally set by the end of Design Development.

- Schematic Design Comments Incorporated into Design Development Drawings
- Security Responsibility Matrix
- Site Plan Showing:
  - Security Cameras and Coverage
  - Emergency Call Boxes
  - Vehicle Barrier and Pedestrian Gate Access Control
- Floor Plans Showing:
  - Security Closets and Panels
  - EAC Devices with Unique Identifiers
  - Video Surveillance Devices with Unique Identifiers
  - Intrusion / Duress Devices
  - Intercoms
- Typical Details:
  - Exterior Pole and Building-Mounted Camera Details
  - Exterior EAC Details
  - EAC Security Room and Panel Elevation
  - EAC Door Rough-in and Device Details
  - Interior Camera Rough-in and Mounting
  - Duress and Intrusion Rough-in

- Coordination with Architecture, Accessibility, Life Safety, Power, Lighting, and Communications Underway
- Coordination with Door and Hardware Schedule Underway
- Draft Specifications in UH Master Specification Format

**CONSTRUCTION DOCUMENTS:** Now that plans are set, AE Team coordinates details needed to create clear and concise documents suitable for Final owner review, as well as Contractor bidding and Construction.

- Design Development Comments Incorporated into Construction Documents
- Requirements are fully Coordinated with Architecture, Accessibility, Life Safety, Electrical, Technology, Civil and Door Hardware
- Final Scope Matrix
- Final Site Plan
  - Security Cameras and Coverage
  - Emergency Call Boxes
  - Vehicle Barrier Access Control
  - Exterior Camera, Access Control and Call Box Schedule
- Floor Plans Showing:
  - Security Closets and Panels
  - EAC Devices with Unique Identifiers
  - Video Surveillance Devices with Unique Identifiers
  - Intrusion / Duress Devices
  - Intercoms
  - Final Access Control and Camera Schedules
- Reflected Ceiling Plans Showing:
  - Ceiling and 7ft+ Wall-mounted Video Surveillance Devices with Unique Identifiers
  - Ceiling and 7ft+ Wall-mounted Intrusion / Duress Devices
  - Final Access Control and Camera Schedules
- Final Details:
  - Exterior Pole and Building-Mounted Camera Details
  - Exterior EAC Details
  - EAC Security Room and Panel Elevation
  - EAC Door Rough-in and Device Details
  - Interior Camera Rough-in and Mounting
  - Duress and Intrusion Rough-in
- Simulated Camera Views for Each Camera
- Final Specifications in UH Master Specification Format, Identifying Proposed Products
- Proposed Variances, if any, Identified and Submitted