



Site Survey Checklist

PRE-DESIGN

Locate and Document:

1. Utilities:

- Water Supply Lines, Sanitary Lines, Gas Supply Lines - at their entry point
- Floor Drains, Grease Traps and Interceptors
- Water Heaters and Water Softeners - manufacturer's identification plates/tags/year of manufacture, make, model and serial information
- Furnace or Boiler - manufacturer's identification plates/tags/year of manufacture, make, model and serial information
- Restroom Faucets, Sinks, Toilets
- Meters: Water, Gas and Electrical
- Electrical Generators, Meters, Switches, Transformers and Panels - manufacturer, amp rating, number of breakers & usage, make, model and serial information
- Security Control Panel - document manufacturer's identification plates/tags/year of manufacture, make, model and serial information
- Telecommunication Control Panel - document manufacturer's identification plates/tags/year of manufacture, make, model and serial information
- Roof Access Points (Door, Hatch or Ladder)

2. HVAC Systems:

- Ground A/C units and Rooftop HVAC units, - document manufacturer's identification plates/tags/year of manufacture, make, model and serial information

3. Fire Systems:

- Fire Department Connections
- Fire Alarm Control Panel and Pull Stations

4. Structural Elements:

- Structural walls, columns, low beams, or obstructions.

5. Exterior Elements:

- Surroundings, storefronts, rear views and signage
- Roof Access Points (Door, Hatch or Ladder)

6. Rooftop Elements:

- Air Handling Units
- Mechanical, Electrical and Plumbing penetrations

7. Above Ceiling

- MEP equipment, ducting, sprinkler systems, obstructions

8. General

- Unattached utility and electrical rooms
- Areas of concern or irregularities.



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Measured Plans and Drawings

1. **Floor Plan:**

- Walls, doors, columns, and openings.
- Fixed equipment and millwork
- MEP (mechanical, electrical, plumbing) services and meters
- Changes in floor elevation

2. **Reflected Ceiling Plan:**

- Ceiling heights, finishes
- MEP items, lighting, ceiling air diffusers, sprinkler heads, water heater (if above)

3. **Exterior Elevations:**

- Wall openings
- Mechanical, electrical and plumbing penetrations.
- Highlight signage up to 5' above the highest point

4. **Vertical Point Cloud:**

- Standard Window Height
- Floor to Ceiling (if exists)
- Floor to Roof Deck
- Floor to Underside of Beam
- Floor to Underside of Roof Framing Member (Joist, Truss)