

Construction Phases Checklist

Schematic Design



Project Name: _____

Project Phase Completion Date: _____

This checklist is designed to help organize your project and make it a success for you and your client. We also encourage you to review the AIA-developed checklists for a more extensive and inclusive project oversight.

For additional assistance, find your area representative at forteopenings.com.

<input type="checkbox"/>	Division 08	
	<input type="checkbox"/>	Ensure plans show all required doors, windows, storefront and other openings
	<input type="checkbox"/>	Identify and list any doors in high-end spaces such as lobbies or public spaces that require specialty veneers or finishes
	<input type="checkbox"/>	Forte Opening Solutions technical assistance:
	<input type="checkbox"/>	Request help creating outline door specifications
	<input type="checkbox"/>	Review Forte's AIA courses on wood doors
Other related tasks that will help you stay ahead on your project...		
<input type="checkbox"/>	General Project Task Items	
	<input type="checkbox"/>	Develop list of applicable building codes
	<input type="checkbox"/>	Preliminary Code Review
	<input type="checkbox"/>	Review LEED Green Building certification goals
	<input type="checkbox"/>	Create directory of project contacts, including key vendor resources and reps

Construction Phases Checklist

Design Development



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<input type="checkbox"/>	Division 08	
	<input type="checkbox"/>	Ensure plans show all doors and door swings, windows, storefront and other openings
	<input type="checkbox"/>	Confirm larger door size requirements with client user groups
	<input type="checkbox"/>	Confirm specialty hardware, automatic doors and security requirements with client
	<input type="checkbox"/>	Identify / list doors with lites or sidelites and confirm glass type requirements
	<input type="checkbox"/>	Identify / list doors with special acoustical, lead-lining or bullet-resistant requirements
	<input type="checkbox"/>	Review immediate and future installation paths of specialty equipment that might require larger corridor door sizes (i.e mechanical equipment, MRI machines, etc.)
	<input type="checkbox"/>	Review client's design standards, if applicable, for special door requirements
	<input type="checkbox"/>	Define building envelope performance requirements and ensure exterior doors and frames are specified accordingly
	<input type="checkbox"/>	Develop typical door / window types and door details for each wall type condition
	<input type="checkbox"/>	Masonry walls: Confirm dimensioned wall openings match door sizes
	<input type="checkbox"/>	Concrete walls: Confirm structural wall openings match door sizes
	<input type="checkbox"/>	Mechanical rooms: Confirm special curb or water containment requirements at doors into these spaces
	<input type="checkbox"/>	Develop door schedule for typical areas, including draft specification for doors, frames and hardware. Identify doors with fire and smoke rating requirements per life safety plan.
	<input type="checkbox"/>	Review plans with client's maintenance group to determine special door protection requirements
	<input type="checkbox"/>	Forte Opening Solutions technical assistance:
	<input type="checkbox"/>	Request review of wood door specification
	<input type="checkbox"/>	Request assistance with wood veneer selections
	<input type="checkbox"/>	Request assessment of hardware machining requirements

Construction Phases Checklist

Design Development



<input type="checkbox"/>	Request evaluation of door construction requirements
<input type="checkbox"/>	Request veneer and surface material samples for client approval
<input type="checkbox"/>	Request information on Forte's "Try-Me" door program
<input type="checkbox"/>	Request cost estimates / impacts for special door finishes or veneer selections
<input type="checkbox"/>	Get confirmation of aesthetic selections (custom colors, finishes, etc.)
Other related tasks that will help you stay ahead on your project...	
<input type="checkbox"/>	General Project Task Items
<input type="checkbox"/>	Review and update Code Review
<input type="checkbox"/>	Review LEED Green Building Certification Goals
<input type="checkbox"/>	Schedule official review of documents with governing authorities and agencies
<input type="checkbox"/>	Request review/help / guidance from vendors for finalizing construction details
<input type="checkbox"/>	Update directory of project contacts, including key vendor resources and reps
<input type="checkbox"/>	Elevator Coordination
<input type="checkbox"/>	Review code requirements to determine if elevator requires smoke doors at hoistway entrance
<input type="checkbox"/>	Structural Coordination
<input type="checkbox"/>	Masonry wall conditions: Coordinate required lintel details with structural
<input type="checkbox"/>	Mechanical Coordination
<input type="checkbox"/>	Identify and coordinate cross-corridor doors that will be typically held open. Mechanical Engineer will need to consider this with air requirements
<input type="checkbox"/>	Electrical Coordination
<input type="checkbox"/>	Identify and coordinate all doors that will require power
<input type="checkbox"/>	Identify electrical rooms with high-voltage equipment (special exiting / hardware requirements)
<input type="checkbox"/>	Communications Coordination
<input type="checkbox"/>	Identify and coordinate all doors that will require automatic door operators and locate on plans
<input type="checkbox"/>	Identify and coordinate all doors that will require card readers or other security measures

Construction Phases Checklist

Construction Documents



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<input type="checkbox"/>	Division 08
	<input type="checkbox"/> Ensure plans show all doors and door swings, windows, storefront and other openings
	<input type="checkbox"/> Masonry walls: Confirm dimensioned wall openings match door sizes
	<input type="checkbox"/> Concrete walls: Confirm structural wall openings match door sizes
	<input type="checkbox"/> Review items on Design Development Checklist to ensure documents cover all special door requirements
	<input type="checkbox"/> Finalize door / window types and door details for each wall type condition
	<input type="checkbox"/> Finalize full door schedule to include fire and smoke ratings
	<input type="checkbox"/> Forte Opening Solutions technical assistance:
	<input type="checkbox"/> Request review of final wood door specification
	<input type="checkbox"/> Request budget review
	<input type="checkbox"/> Request value engineering options for consideration
Other related tasks that will help you stay ahead on your project...	
<input type="checkbox"/>	General Project Task Items
	<input type="checkbox"/> Review and finalize Code Review
	<input type="checkbox"/> Schedule preliminary review of documents with governing authorities and agencies
	<input type="checkbox"/> Review LEED Green Building certification goals
	<input type="checkbox"/> Develop and coordinate front-end specifications
	<input type="checkbox"/> Request review / help / guidance from vendors for finalizing construction details
	<input type="checkbox"/> Review and finalize product technical specifications

Construction Phases Checklist

Construction Documents



<input type="checkbox"/>	Structural Coordination
<input type="checkbox"/>	Masonry wall conditions: Review, finalize and coordinate lintel details with structural
<input type="checkbox"/>	Review door head / jamb details with Structural for special conditions
<input type="checkbox"/>	Mechanical Coordination
<input type="checkbox"/>	Identify doors that require vents for air flow
<input type="checkbox"/>	Coordinate doors with automatic door bottoms or other measures that restrict air flow beyond standard construction
<input type="checkbox"/>	Electrical Coordination
<input type="checkbox"/>	Review, finalize and coordinate all doors that will require power
<input type="checkbox"/>	Communications Coordination
<input type="checkbox"/>	Review, finalize and coordinate all doors that will require card readers and other security measures
<input type="checkbox"/>	Confirm wiring diagrams included for security door types

Construction Phases Checklist

Bidding



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<input type="checkbox"/>	Division 08	
<input type="checkbox"/>	<input type="checkbox"/>	Review Divisions 00 and 01 to ensure all instructions are clear and followed when submitting your bid
<input type="checkbox"/>	<input type="checkbox"/>	Review project manual to clarify scope of work to include in your bid
<input type="checkbox"/>	<input type="checkbox"/>	Review drawings and project manual to confirm all door requirements are clearly defined and understood. Request clarifications, as needed, before pricing.
<input type="checkbox"/>	<input type="checkbox"/>	Where discrepancies exist and clarifications are not made before the deadline, provide list of assumptions that affect pricing with submitted bid
<input type="checkbox"/>	<input type="checkbox"/>	Prepare a preliminary takeoff before the site walk-through to develop a list of questions and items to confirm
<input type="checkbox"/>	<input type="checkbox"/>	Job site walk-through – Make sure you participate in or arrange a visit to the site prior to submitting a bid
<input type="checkbox"/>	<input type="checkbox"/>	Confirm all addendums have been received and included in your bid
<input type="checkbox"/>	<input type="checkbox"/>	Forte Opening Solutions technical assistance:
<input type="checkbox"/>	<input type="checkbox"/>	Request value engineering options for consideration

Construction Phases Checklist Contract Administration



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<input type="checkbox"/>	Division 08
<input type="checkbox"/>	After thorough review of project documents, prepare RFI to request any needed clarifications before sending required submittals
<input type="checkbox"/>	Forte Opening Solutions technical assistance:
<input type="checkbox"/>	If project allows, request value engineering recommendation for wood doors
<input type="checkbox"/>	Request a jobsite visit
<input type="checkbox"/>	Request project-specific submittal documentation and information
<input type="checkbox"/>	Request technical support
<input type="checkbox"/>	Request mock-up doors
<input type="checkbox"/>	Discuss Forte's standard lead times and STAT options, if applicable