

MOD 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 MOD 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 MOD for any of the following reasons:

- MOD **Project Intake Form** incomplete or MOD Permit Fee unpaid
- Completed forms** not scanned onto plans –
 - DBI Disabled Access Checklist
 - MOD Project Sign-off form
 - Mobility and communication unit dispersal matrix
 - Copy of pre-application meeting minutes prepared by the architect
- Site plans** without accessible routes of travel indicated between dwelling units and: all site arrival points including public transportation stops;
 - site entry points, including parking;
 - site amenities, community resources and services in common areas.
 - accessible parking plans and details with dimensions, clearances, slopes, signage, and parking ratios.
- Site details** not provided, indicating compliance of –
 - All route of travel elements; viz. ramps, elevators, stairs, etc.
 - 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:
 - Size (width/height)
 - Hardware groups and height
 - Threshold details referenced
 - Elevations
 - Signage coordination (details referenced and copy/text for room name)
- Signage** schedule without elevations/details of location and mounting height.
- Maneuvering clearances at doors not fully dimensioned on plans.
- Coordination errors – 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 missing from set.
- Additional Comments:

MOD Reviewer: _____ **Date:** _____

Please visit www.sfgov.org/mod for MOD's complete project review process.