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.