**PROJECT CHECKLIST**

for Virginia School Divisions

 To ensure that project submissions comply with the *Code of Virginia* and the Virginia Construction Code, a checklist of the project administrative items is being provided to assist school divisions.

**Project Start-Up**

**\_\_\_\_\_\_** Provide a notice to the Office of Support Services of the proposed public school construction project using the online School Building Construction and Renovation (SBCR) electronic application located in the located in the VDOE’s Single Sign-on for Web Systems (SSWS) portal.

Upon Completion of Bid Contract Documents provide:

**\_\_\_\_\_\_** A letter of approval from the local division superintendent (Section *22.1-140*, *Code of Virginia*).

**\_\_\_\_\_\_\_** An accompanying design statement letter from the architect or engineer of record (Section *22.1-140*, *Code of Virginia*) including a statement that the plans have been reviewed for building security and crime prevention through building design.

**\_\_\_\_\_\_\_** One set of complete final bid plans and specifications (Section *22.1-140*, *Code of Virginia*). The complete final plans (half size preferred) and specifications submission shall include the following information:

1. The seal(s) of the design professional on every sheet.
2. Virginia Department of Education project number on each sheet.
3. All bidding requirements, contract requirements, and bid specifications and plans.
4. Two PDF electronic versions of the plans and specifications on a standard compact disc.

**\_\_\_\_\_\_\_** Submitcontract construction cost data using the SBCR / SSWS online system.