

Landscape Architect Checklist

New Meetinghouses and Facilities

This checklist helps guide the landscape architect (LA) through all phases of a new meetinghouse or facility project: preliminary design, construction documentation, bidding, construction, and completion. It is not legally binding nor is it inclusive of all efforts a landscape architect should perform to exercise his or her professional duties. The checklist is representative of elements common to an LA's new meetinghouse and facility responsibilities, but actual scope of work will vary depending on architect or sub-contractor negotiations.

Prior to commencement, the LA is to be furnished with all information provided by the Owner pertaining to his or her services (see "Agreement between Architect and Owner" 6.A.3).

Preliminary Design Phase

- Complete the [LA Training](#) (near bottom of page) to thoroughly understand the most current Site Adapt Guidelines, AEC Design Guidelines, Eco-Regions, prototypical plans, standard details, specifications, and relevant plant lists.
- Thoroughly understand smart controller checklists.
- Examine existing conditions of the project site. **Visit 1**
- Verify submission of standard topsoil testing report. If it hasn't been submitted, in coordination with the architect, submit one. When topsoil testing agency completes the report, acquire a copy for incorporation into plans and specifications.
- Assist in development of a proposed site plan.
- Assist in the location of utility lines, boxes, poles and relevant appurtenances.
- Assist in setting proper grades and overall grading character. Critical grades to consider include: building elevations, drainage away from buildings, mow strip elevations, parking lot slopes, and drainage areas.
- Prepare a preliminary cost estimate.
- Review preliminary plan with project manager and Church Headquarters. Revise as directed. Respond in writing to any changes or change requests that have been or have not been made.

Construction Documents Phase

- Develop a complete set of landscape plans and specifications following Site Adapt Guidelines, AEC Design Guidelines, Eco-Regions, prototypical plans, standard details, specifications, and relevant plant lists. Amongst other considerations comply with guideline principles and municipal codes, and consider environmental influences and micro-climatic factors relevant to the site. Coordinate plans with grading, utility, and site lighting plans.
- For pertinent projects, with design team, carefully select appropriate smart controller and incorporate into plans, details, and specifications.
- Incorporate most current site plan.
- Create planting plans.
- Create irrigation plans.
- Edit standard details and add details as required.
- Edit specifications and modify for site specific conditions.
- Incorporate topsoil testing report recommendations into plans and specifications.
- Prepare a final cost estimate.
- Review construction documents with project manager and Church Headquarters. Revise as directed. Respond in writing to any changes or requested changes that have been or have not been made.

Bidding Phase

- Promptly respond to contractor and supplier contract document questions.

- Assist architect in preparation of addenda.
- While it is the general contractor's responsibility to select a qualified landscape subcontractor, following such selection the LA should evaluate the landscape subcontractor's qualifications against those stated within the specifications. The LA should give their written professional evaluation and recommendation based upon stated qualifications.

Construction Phase

General Considerations

- Review progress schedule and contractor's schedule of values. Recommend required actions to complete project in timely manner.
- Review and approve pay requests.
- Review submittals and shop drawings.
- Assist architect in preparation of change orders.
- Verify compliance of installation with plans, specifications, and details.
- Verify location of utility lines, boxes, poles, and relevant appurtenances.
- Verify proper grades and overall grading character. Critical grades include: building elevations, drainage away from buildings, mow strip elevations, parking lot slopes, and drainage areas.
- Verify topsoil recommendations have been followed.
- Verify installation of soil amendments and rates. Verify that amendments have been properly mixed into the soil.
- Verify topsoil compliance prior to placement.
- Verify efficiency of irrigation system.
- Reject work that does not comply.
- Review Operation and Maintenance manuals.

Specific Site Visit Considerations

- Conduct pre-installation conference with the project manager, facilities manager, architect, contractor, excavation subcontractor, and landscape subcontractor to verify project site conditions and review scope of work before installation begins. Verify appropriate sub-grades have been established. **Visit 2.**
- Certify pressure test compliance and verify proper installation of mainlines and irrigation valves. Verify finish grading in preparation for planting. **Visit 3**
- Inspect and approve plant quality, plant quantity, plant pits, plant pit backfill, planting depths, and removal of packaging, distribution materials, wire, and ties. Inspect irrigation system installation. Inspect weed barrier fabric. **Visit 4**

Completion Phase

- Review and complete the relevant smart controller checklist. Verify controller has been correctly installed.
- Conduct a comprehensive substantial completion inspection prior to beginning the thirty (30) day contractor maintenance period described in the contract documents to verify contract requirements have been followed. Amongst other considerations, verify planting compliance, irrigation system coverage, and irrigation system operation. **Visit 5**
- At the end of the thirty (30) day contractor maintenance period verify deficient items have been corrected and verify no others exist. Prepare Landscape Management Plan using Owner's template, working with the Project Manager, Architect, Facilities Manager, smart controller manufacturer, smart controller installer, and irrigation contractor. Review plan with Owner's facility manager and the service contractor and provide landscape maintenance training. **Visit 6**
- Reject work that does not comply.
- Create "Record Drawings" and submit to architect. He or she will follow the [church submittal process](#).
- Report detail conflicts or errors to Church HQ.
- Report specification conflicts or errors to Church HQ.