

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. It is not legally binding nor is it inclusive of all efforts an LA should perform to exercise his or her professional duties. The checklist is representative of elements common to the 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

- Understand **LA Materials** found on the [Landscape Resources website](#) and other links and documents as follows:
 - Required – Landscape Architect Sustainability Primer IFS (check with PM), [AEC Design Guidelines](#) Landscape Section, eco-regions, standard details, specifications, and relevant plant lists. [Prototypical plans](#) (see eco-region table on linked page).
 - Required - Smart controller checklists.
 - Beneficial – [LA Training](#) (near bottom of linked page).
- Examine existing conditions of the project site. **Visit 1**
- Verify submission of standard [topsoil testing report](#) (towards bottom of linked page). If it has not 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 (PM), facilities manager (FM), Church customer contact, consulting architect, and ecclesiastical leadership. Review with the [Church LA](#). Revise as directed. Respond in writing to any requested changes that have not been made.
- Using the Church supplied calculation sheet, calculate the existing and proposed **theoretical landscape water need**. Include calculations on plans.

Construction Documents Phase

- Select adapted and native plant materials reasonably available to the site.
- Group plants by hydrozone.
- Develop tree protection plan.
- Prioritize maintaining and amending existing soil in place.
- Develop a complete set of landscape plans in accordance with **LA Materials**.
- Select appropriate smart controller per standard specifications. WeatherTrak controllers are approved for the IFS area. Outside of the IFS area, work with local FM and service providers to determine which of the standard controllers to use.
- Use the most current site plan as a base for all landscape plans.
- 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 PM and [Church LA](#). Revise as directed. Respond in writing to any requested changes that 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 irrigation system operation. Conduct water audit when specified.
- Reject work that does not comply.
- Review Operation and Maintenance manuals.

Specific Site Visit Considerations

- Conduct pre-installation conference with the PM, FM, 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**
- Review and approve all plant material substitutions.
- 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 before beginning the thirty-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 (LMP) using Owner's template, working with the PM, consulting architect, FM, smart controller manufacturer, smart controller installer, and irrigation contractor. Review plan with FM 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](#). Include table of landscape areas in square feet. Include **theoretical landscape water need**.
- Report detail conflicts or errors to [Church LA](#).
- Report specification conflicts or errors to [Church LA](#).