

**CITY OF GRESHAM
BUILDING DEVELOPMENT DIVISION**

1333 NW Eastman Parkway
Gresham, OR 97030
503-618-2845
FAX: 503-492-4291

COMMERCIAL NEW CONSTRUCTION CHECKLIST

PROJECT INFORMATION			
Project Name:			
Address:	City:	State:	Zip:
Scope of Work:			
Reference No.:	Map and Tax Lot No.:		
Contact Person Name:	Company:		
Phone:	Fax:		
Cell Phone:	Email:		

NOTES AND INSTRUCTIONS

- The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted.
- "R" means: information is required for plan review.
- "P" means: the information is provided.
- "NA" means: the information does not apply.

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SECTION 1.0

GENERAL PROJECT

Construction Drawings				Notes/Location on Plans
1.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Plans/Drawings
1.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Project Information/Title Block
1.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Site Plan (to Include the Following and May Be on Multiple Sheets) <ul style="list-style-type: none"> - Accessible Parking - Accessible Walkways - Bike Parking Locations - Building Footprint, Floor Area and Dimensions (Existing and Proposed) - Existing and Proposed Fences and Gates - Fire Access Road - (Engineer's Letter Stating Road will Support Load of 75,000 lbs.) - Landscape Plan (Except Some Additions) - Outdoor Common Areas - Parking Spaces and Dimensions Including Drive Aisles - Parking Stall Count and Data (Compact, ADA, Standard, Carpool and Bike Parking) - Pedestrian Walkways - Percentage of Parking Landscaped - Percentage of Site Area Landscaped - Setbacks - Site Lighting Plan - Trash Enclosure Locations - Vicinity Map
1.4	P <input type="checkbox"/>		R <input type="checkbox"/>	Cover Sheet Plan Index
1.5	P <input type="checkbox"/>		R <input type="checkbox"/>	Code Summary
1.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Deferred Submittal Summary
1.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Professional Stamp (Architect Stamp - Electronic, Engineer Stamp - Digital)
1.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire and Life-Safety Plan (If More Than 1 Exit)

P = Provided NA = Not Applicable R = Required

SECTION 2.0

PLANNING

Documents				Notes/Location on Plans
2.1	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Land Use Permit Conditions of Approval Narrative
2.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Land-Use Expiration Date
2.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Trash Enclosure Details
2.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Bicycle Parking Details
2.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Exterior Building Materials (Design Districts)
2.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Tree Protection Measures (On Grading Plan)
2.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Site Lighting (Photometrics)

2.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Pedestrian Walkway Details	
2.10	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Outdoor Common Area Details (i.e. Play Structure, Benches, Plaza)	

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SECTION 3.0	PRIVATE CIVIL
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Construction Drawings					<i>Notes/Location on Plans</i>
3.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Narrative (Including: Intent of Project, Proposed Changes to Water Fixtures, Existing/Proposed Impervious)	
3.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Site Utility Plan (Including all Water, Wastewater, and Electrical Underground Facilities)	
3.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Grading Plan	
3.4	P <input type="checkbox"/>		R <input type="checkbox"/>	Erosion-Control Plan	
3.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire Hydrant Locations (New and Existing)	
3.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Utility-Vault Location and Details	
3.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire Vault Location and Details	
3.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	PIV and FDC Locations	
3.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Water Meter Location	
3.10	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Refer to Underground Fire Supply Guide (Hyperlink)	

Supporting Documents					
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3.13	P <input type="checkbox"/>		R <input type="checkbox"/>	Geotechnical/Soil Engineer Report	
3.14	P <input type="checkbox"/>		R <input type="checkbox"/>	Stormwater Calculations	
3.15	P <input type="checkbox"/>		R <input type="checkbox"/>	Stormwater Facility Tracking Form	
3.16	P <input type="checkbox"/>		R <input type="checkbox"/>	Water Sizing Fixture Units Worksheet	
3.17	P <input type="checkbox"/>		R <input type="checkbox"/>	Impervious and Pervious Surface Site Drawing (Required for any New or Replaced Exterior Impervious Surfaces, See Example Provided by City)	
3.18	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Site Retaining-Wall Structure Calculations	
3.19	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Rockwood Water District Water Availability Form	
3.20	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Engineering Calculations for Fire Supply	
3.21	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Pervious Pavement Details	

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SECTION 4.0	PRETREATMENT
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<i>Documents</i>					<i>Notes/Location on Plans</i>
4.1	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Grease Interceptors/Traps	
4.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Amalgam Separators	
4.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Plumbing Details	

4.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Sizing Calculations	
4.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Pretreatment Specifications	
4.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Industrial Wastewater Discharge Permit Application	

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SECTION 5.0 ARCHITECTURAL

Construction Drawings					Notes/Location on Plans
5.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Floor Plan(s)	
5.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Cross Sectional Drawings and Details	
5.3	P <input type="checkbox"/>		R <input type="checkbox"/>	OSSC Chapter 11 and ANSI 117.3 2003 Edition	
5.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Interior Elevations	
5.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Exterior Elevations	
5.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Plans	
5.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Reflected Ceiling Plan(s)	
5.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire-Rated Construction Details	
5.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Door Schedule	
5.10	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Glazing Schedule	
5.11	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Photometrics (Interior)	
5.12	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Emergency Lighting	
5.13	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Exit Signs	
Supporting Documents					
5.14	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Hazardous Materials Inventory Statement (HMIS)	
5.15	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Hazardous Materials Management Plan (HMMP)	
5.16	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Written Fire and Life-Safety Evacuation Plan for Area of Rescue Assistance	
5.17	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Material Safety Data Sheets (MSDS)	
5.18	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Active and Passive Smoke-Control Information	

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SECTION 6.0 ENERGY

Documents					Notes/Location on Plans
6.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Energy Code Compliance Details and Specifications	
6.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	COM Check Software Documents - Exterior Envelope - HVAC System Forms - Lighting Forms	

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SECTION 7.0 STRUCTURAL

Construction Drawings					Notes/Location on Plans
7.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Structural Cover Sheet	
7.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Foundation Plan	
7.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Floor/Roof Framing Plan(s)	
7.4	P <input type="checkbox"/>		R <input type="checkbox"/>	Structural Details and Cross Sections	
7.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Special Inspector/Structural Observation Matrix	
Supporting Documents					
7.6	P <input type="checkbox"/>		R <input type="checkbox"/>	Structural Calculations	
7.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Existing Building Evaluations	
7.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Site-Specific Seismic Hazard Report	

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SECTION 8.0					MECHANICAL (New Construction)	
Construction Drawings					Notes/Location on Plans	
8.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Layout for HVAC and Ducts		
8.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Schedule		
8.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Outside Air (OSA) Table		
8.4	P <input type="checkbox"/>		R <input type="checkbox"/>	Structural Support and Attachment Details		
8.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Under-Slab Mechanical Plan		
8.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Plan		
8.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Access Details		
8.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire/Smoke Damper Locations		
8.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Mechanical Room Details		
8.10	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fuel Gas Piping Plan		
8.11	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Refrigeration Equipment and Piping Plan		
8.12	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Kitchen Equipment Plans Fume/Vapor Hood Plan		
Supporting Documents						
8.13	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets" or Specifications		
8.14	P <input type="checkbox"/>		R <input type="checkbox"/>	Outside Air (OSA) Calculations		
8.15	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Smoke-Control Calculations		
8.16	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Combustion Air Calculations		
8.17	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fuel Gas Piping Sizing Calculations		
8.18	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Make-Up Air Calculations		

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SECTION 9.0				MECHANICAL (Type I and Type II Hoods)	
Construction Drawings					<i>Notes/Location on Plans</i>
9.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Kitchen Equipment Plan	
9.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Kitchen Equipment and Hood Elevations	
9.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Shaft and Wall Construction	
9.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Plan	
9.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Cross Sections through Hoods, Ducts and Shafts	
Supporting Documents					
9.6	P <input type="checkbox"/>		R <input type="checkbox"/>	Hood/Grease Extractor Listing Documentation	
9.7	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets" or Specifications	
9.8	P <input type="checkbox"/>		R <input type="checkbox"/>	Hood, Grease Duct, Exhaust and Make-Up Air Calculations and Details	

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SECTION 10.0				PLUMBING	
Construction Drawings					<i>Notes/Location on Plans</i>
10.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Piping and Material Schedule	
10.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Fixture Schedule	
10.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Riser Diagram (Isometrics)	
10.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Equipment Layout Plan	
10.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Plan	
10.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Back Flow Prevention	
10.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Under-Slab Plumbing Plan	
Supporting Documents					
10.8	P <input type="checkbox"/>		R <input type="checkbox"/>	Water Supply Calculations	
10.9	P <input type="checkbox"/>		R <input type="checkbox"/>	Sanitary System Calculations	
10.10	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Irrigation Demand Calculations	
10.11	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Roof Drain and Stormwater Calculations	
10.12	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets" or Specifications	

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SECTION 11.0				DEPARTMENTAL INFORMATION	
					<i>Notes/Location on Plans</i>
<i>Items</i>					
11.1	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Health Department	
11.2	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Agriculture Department	
11.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Water Approval	

11.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Handouts	
11.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Raingardens	
11.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Swales	

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SECTION 12.0					ELECTRICAL	
Construction Drawings					<i>Notes/Location on Plans</i>	
12.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Electrical Load Calculations		
12.2	P <input type="checkbox"/>		R <input type="checkbox"/>	One Line Diagram		
12.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Feeder Riser Diagram/Information		
12.4	P <input type="checkbox"/>		R <input type="checkbox"/>	Available Fault Current Information		
12.5	P <input type="checkbox"/>		R <input type="checkbox"/>	Panel Schedule(s)		
12.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Site Electrical Plan		
12.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Lighting Plan		
12.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Emergency Power System		
12.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Under-Slab Electrical Plan		
Supporting Documents						
12.10	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Emergency Power System Specifications		
12.11	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Lighting Equipment Manufacturers' Catalog "Cut Sheets" or Specifications		

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SECTION 13.0					FIRE DETECTION AND ALARM	
Construction Drawings					<i>Notes/Location on Plans</i>	
13.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Floor Plan(s)		
13.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Engineered Plans		
13.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Location of Exterior Strobe		
13.4	P <input type="checkbox"/>		R <input type="checkbox"/>	Reflected Ceiling Plan(s)		
13.5	P <input type="checkbox"/>		R <input type="checkbox"/>	Wiring Schematic		
13.6	P <input type="checkbox"/>		R <input type="checkbox"/>	Operational Matrix		
13.7	P <input type="checkbox"/>		R <input type="checkbox"/>	Strobe Candella Shown Next to Each Strobe		
13.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Elevator Recall Information		
13.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire-Rated Construction Details		
Supporting Documents						
13.10	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets"		
13.11	P <input type="checkbox"/>		R <input type="checkbox"/>	Installer Certification Information		
13.12	P <input type="checkbox"/>		R <input type="checkbox"/>	Battery Calculations		

13.13	P <input type="checkbox"/>		R <input type="checkbox"/>	Battery Backup Specifications	
13.14	P <input type="checkbox"/>		R <input type="checkbox"/>	Monitoring Station Information	
13.15	P <input type="checkbox"/>		R <input type="checkbox"/>	Voltage Drop Calculations	

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SECTION 14.0					FIRE SPRINKLER	
Construction Drawings						<i>Notes/Location on Plans</i>
14.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Floor Plan(s)		
14.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Sprinkler Piping Plan(s)		
14.3	P <input type="checkbox"/>		R <input type="checkbox"/>	Site Plan		
14.4	P <input type="checkbox"/>		R <input type="checkbox"/>	Engineered Plans		
14.5	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Standpipe Information		
14.6	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Reflected Ceiling Plan(s)		
14.7	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Interior Elevations		
14.8	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire-Rated Construction Details		
14.9	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Specialty Fire Suppression System Plans and List of Systems		
Supporting Documents						
14.10	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets"		
14.11	P <input type="checkbox"/>		R <input type="checkbox"/>	Hydraulic Calculations		

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SECTION 15.0					FIRE SUPPRESSION (For Kitchen Hood or Paint Booths)	
Construction Drawings						<i>Notes/Location on Plans</i>
15.1	P <input type="checkbox"/>		R <input type="checkbox"/>	Floor Plan(s)		
15.2	P <input type="checkbox"/>		R <input type="checkbox"/>	Sprinkler Piping Plan(s)		
15.3	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Interior Elevations		
15.4	P <input type="checkbox"/>	NA <input type="checkbox"/>	R <input type="checkbox"/>	Fire-Rated Construction Details		
Supporting Documents						
15.5	P <input type="checkbox"/>		R <input type="checkbox"/>	Equipment Manufacturers' Catalog "Cut Sheets"		

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