I. Gathering Information
   A. Scope of work
      1. Client requirements
      2. Contract requirements
   B. Existing physical conditions
      1. Underground systems
         a. Type
         b. Location
      2. Underground substructures
         a. Type
         b. Location
   C. Authorities having jurisdiction
      1. Identification of contacts
      2. Regulatory documents
      3. Minimum requirements
   D. Utility availability
      1. Available water source, size, & pressure
      2. Available fuel gas
      3. Available sanitary and storm sewers
   E. Budget constraints
   F. Identification of project team members

II. Design
   A. Site plan review for location, size, grade, etc.
      1. Sanitary systems
      2. Storm water systems
      3. Fuel gas systems
      4. Fire protection systems
      5. Service water systems
   B. System design
      1. DWV systems (Drainage, Waste, Vent)
      2. Storm water systems
      3. Service water systems
      4. Fuel gas systems
      5. Plumbing related alarm systems
      6. Fire protection systems
      7. Medical gas systems
      8. Private sewage disposal systems

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9. Other advanced plumbing systems
10. Energy and water conservation
11. Coordination of systems

III. Specifications

A. Format of Specs
B. Delineation of requirements not on drawings
C. Specs of systems
   1. Plumbing
   2. Insulation
D. Coordination with other specification divisions

IV. Construction Services

A. Submittal review
   1. Alternative methods, equipment, or materials
B. Construction observation
   1. Compliance with documents
   2. Resolution of field problems
C. Systems tests
D. Changes in the field
   1. Review of recommendations
   2. Preparation and evaluation of change orders
E. Review of operating and maintenance manual(s)
F. Review of record drawings

V. Administration

A. Work Plans, schedules
B. Budgets
C. Personnel
D. Quality management
E. Coordination with other in-house departments
   1. Progress reports
   2. Communication
F. Job file