

# EOR - SIDEPLATE PROJECT COORDINATION CHECK LIST

EOR (info required to send to SidePlate):	DATE	STATUS
Design narrative for computer software model and a summary of key code checks		
Breakdown of assumed gravity load and seismic mass		
Computer software model(s)		
Assumptions made on design (e.g. fixity at the base, etc.)		
List of special requirements/restrictions (architectural and/or structural)		
List of special conditions (e.g. drags, chord, cantilevers, etc)		
½ size set of structural drawings		
Proposed 05120 and 05121 specs		
<b>SIDEPLATE - Sends model back to EOR for their review and approval</b>		
<b>EOR – Upon approval of model:</b>		
Incorporates a solid rectangle symbol, in lieu of a solid triangle symbol, in all plan and frame elevations where the SidePlate® connection occurs to clearly distinguish between lateral moment connections and gravity moment connections.		
Sends frame elevations for SidePlate to mark-up connection ID's		
When there are two separate models (one for gravity and one for lateral): Sends a spreadsheet with joint reactions for connection designs (e.g. maximum factored column axial loads (DL + LL + EQ), perpendicular gravity framing, maximum factored beam moments and seismic story shears above and below the moment frame connection)		
Sends graphical display on paper, with member sizes, the reactions (e.g. force, shear and moment) for special SidePlate® conditions (e.g. cantilevers, drag, chord, etc.)		
<b>SIDEPLATE – Sends final stamped and signed calculations and updates the connection schedule(s) on the SidePlate® detail sheet(s).</b>		
<b>EOR – Sends a ½ size set of 100% CD drawings</b>		
<b>EOR – Keep SidePlate updated on the following items:</b>		
Please forward relevant plan check comments		
Final set of approved drawings		
Inform SidePlate of the contractor and fabricator selection (i.e. WPS/PQR submittals, and pre-fab meeting (if needed))		
<b>SIDEPLATE – Sends steel fabricator the following information:</b>		
Proprietary notice for use in SidePlate related shop drawings		
“SIDEPLATE” patent labels		
<b>EOR - Send in PDF format the structural steel shop drawings for concurrent reviewing.</b>		
If PDF format is not available, please send, as a minimum, two copies of the structural steel shop drawings containing SidePlate information		