



Thank you for the opportunity to provide engineering and evaluation services on this project. Below is a checklist to help organize

critical documents for the evaluation of seismic and wind load reactions. The Engineering schedule is contingent on all necessary documents sent to MIRO.

Order Information Check List

- Project name and location
- Scope
- Structural Notes (design criteria)
- Structural Plans (to know what to attach to—i.e. concrete, joist, steel, wood)
- Roof Details (insulation thickness, membrane type)
- Roof Layout (plans for pipe, duct, or other equipment)
- Specifications (mechanical details or preferred support/Anchor method)
- Equipment Details (pipe or duct size, insulation amount, heights off roof)
- Building Height
- Any structural limitations or constraints
- Any other constraints, considerations, or special instructions.

The above checklist is generic, and some jobs may require more information based on scope. If any of the above is not available MIRO will make general assumptions regarding project criteria. Any changes to the scope, job conditions, or design could impact costs and schedule.

