

The Package Pre-Flight

Twelve steps, in the only order that works. Most packages fail because they were built backwards — cut sheets first, scope last. Start at 01 and the misses never happen.

- ☐ **01 Freeze the scope first**
List every item you owe — with a count — before pulling a single sheet. A package built sheet-by-sheet can't know what's missing.
SCHEDULES + legend + keyed notes → one numbered scope list
- ☐ **02 Map every item to its spec section**
Each item gets its Division home. An item with no section stays on the list — that's a question for the architect, not a skip.
SCOPE LIST → CSI sections, no orphans
- ☐ **03 Read Part 1 before Part 2**
The submittal article says what each section owes: data, shop drawings, samples, certs. Owing three and sending one is a bounce.
PART 1.05/1.06 submittal register per section
- ☐ **04 Identity from the schedule, never memory**
The drawing names the product — copy it verbatim, character by character. Where the schedule is silent, flag it. Never guess.
SCHEDULE ROW → identity, verbatim
- ☐ **05 Brands from the manufacturers clause only**
Every pick against Part 2's list. Going off-list? File the substitution request BEFORE the package — procedure is judged, not product.
PART 2.01 brands · **DIV 01 25 00** substitutions
- ☐ **06 One right sheet per item**
The sheet must answer the row's product TYPE — a real sheet for the wrong question still bounces. Pull relevant pages, drop the rest.
EACH ROW → its own sheet, relevant pages only
- ☐ **07 Mark the model, strike the options**
Circle the exact model string; strike every option column that doesn't apply. One configuration, not forty.
CUT SHEET → one unambiguous configuration
- ☐ **08 Answer every standard with highlighter**
Each UL / NEMA / ASTM line in Part 2 gets its answer marked ON the datasheet. Unmarked compliance is unverified compliance.
PART 2 REFS → highlighted evidence on the sheet
- ☐ **09 Answer the room, not just the spec**
Wet location, plenum, seismic, temperature — Part 3 and the general notes carry conditions the datasheet must meet.
PART 3 + general notes → use-condition check per item
- ☐ **10 Flag conflicts before the reviewer finds them**
Spec says X, schedule says Y — flag it as an RFI in the package. Silently picking a side turns their problem into your rejection.
CROSS-CHECK → conflicts listed up front
- ☐ **11 Count again**
Package items = the step-01 scope count, with every miss explained. Completeness is checked before quality — always.
FINAL COUNT → matches step 01
- ☐ **12 Compile like you want it approved**
Your cover sheet, your TOC, CSI order, bookmarks, ONE pdf. The reviewer decides how careful you are before reading a spec line.
COMPILE cover + TOC + bookmarks → one navigable PDF

Or build nothing and check everything.

Beem runs all twelve steps from your drawings and spec book — scope frozen first, evidence marked on every sheet, conflicts flagged as RFIs — and a beembuild.com human verifies it before it carries your name. First submittal package free, on a real job.

PROJECT	SHEET	DRAWN BY	CHECKED BY	REV	DATE
PACKAGE PRE-FLIGHT	BM-002	BEEM	YOU	01	2026