

P6 Baseline Submittal Checklist for General Contractors

What the owner's reviewer checks before accepting a contract-required Primavera P6 baseline under Section 01 32 16 or an owner scheduling specification.

1. READ THE SPECIFICATION BEFORE BUILDING

- ☐ **Deadline.** Days after notice to proceed for the baseline submittal, and what the owner withholds until it is accepted.
- ☐ **Deliverables.** Native XER, PDF Gantt, written narrative, and any named reports (critical path, float, look-ahead).
- ☐ **Duration limits.** Maximum activity duration (often 15 or 20 working days), and which activities are exempt, such as procurement and fabrication.
- ☐ **Activity coding.** Area, phase, responsible party, CSI division or bid item, exactly as the owner defines them.
- ☐ **Calendars and weather.** Work week, holidays, and the anticipated weather days per month or the weather calendar the contract requires.
- ☐ **Cost or resource loading.** Whether the schedule of values must be loaded onto activities, and whether manpower loading is required.
- ☐ **Owner activities.** Submittal review periods, owner-furnished equipment, inspections, utility work and move-in, with contract durations.
- ☐ **Updates.** Update frequency, data date, narrative content and how changes to logic must be disclosed.

2. LOGIC SCREEN (DCMA 14-POINT THRESHOLDS)

- ☐ **Missing logic:** no more than 5% of incomplete activities without a predecessor or successor.
- ☐ **Leads:** zero negative lags.
- ☐ **Lags:** no more than 5% of relationships.
- ☐ **Relationship types:** at least 90% finish-to-start.
- ☐ **Hard constraints:** no more than 5% of incomplete activities.
- ☐ **High float:** no more than 5% of activities with total float over 44 working days.
- ☐ **Negative float:** none in the baseline.
- ☐ **High duration:** no more than 5% of activities over 44 working days.

3. CRITICAL PATH

- ☐ Runs continuously from the data date to contract completion without a constraint holding it together.
- ☐ Runs through the driving work: permits and early submittals, long-lead equipment, structure or dry-in, main MEP rough-in, inspections, commissioning and occupancy.
- ☐ Interim milestones are driven by logic, and the contract dates are met without mandatory constraints.

4. DURATIONS

- ☐ Tied to quantities, crew sizes or subcontractor commitments, so each one can be defended if questioned.
- ☐ Long-lead equipment shown as a chain: submittal, approval, fabrication, delivery, with vendor-quoted durations.
- ☐ Owner and agency review durations match the contract, not what the GC hopes for.

5. NARRATIVE AND SUBMITTAL PACKAGE

- ☐ Sequence explained by area and phase in plain language, with the critical path described.
- ☐ Assumptions stated: weather, permits, owner reviews, utility work, owner-furnished equipment.
- ☐ A compliance matrix listing every specification requirement and where the submittal meets it.
- ☐ On resubmittal, a written response to every reviewer comment, keyed to the comment number.

Need the baseline built or a rejected one fixed?

CPM Pros builds contract-required Primavera P6 baselines for general contractors and runs the monthly updates through closeout. Send the scheduling specification and drawings for a written quote, typically within 3 business days.