



# Facilities Planning Policy & Procedure # 2

**TITLE:** DOCUMENT RECEIPT, DISTRIBUTION AND REVIEW - MAJOR PROJECTS

**OBJECTIVE AND PURPOSE:** To establish a consistent knowledgeable and non-discriminatory document review process by the University that ensures compliance with all applicable contractual, program, code and standards requirements.

**RESPONSIBILITY**

**ACTION**

**FP PROJECT MANAGER**

- ◆ Within three (3) working days of receipt of a document submittal verify that the submittal is in accordance with the A/E Contract and generally complies with the requirements set forth in the FAU Professional Services Guidelines (PSG).
- ◆ Upon verification that the submittal generally fulfills contract and the FAU PSG criteria, label one (1) set of specifications and plans in accordance with Document Label Standard (**Attachment "A"**) and place them in the drawings rack room, replacing prior submittal as necessary. The prior submittal shall be transmitted (with proper identification) to the Plans Room Supervisor for storage in the plans room.
- ◆ Should the Project Manager (PM) determine that the submittal does not sufficiently meet the criteria set forth in the contract or FAU PSG, and is not complete enough for review, the PM will prepare a letter outlining the submittal deficiencies and forward to the Architect/Engineer (A/E) through the Facilities Planning Director. No incomplete submittal is to be distributed as described below.
- ◆ Distribute a copy of the complete submittal to the appropriate departments along with a copy of the Document Submittal Review (**Attachment "B"**):

**NOTE: provide OSUA with only the floor plans relating to room numbers rather than the whole package.**

**SUBMITTAL**

**DEPARTMENTS/SECTIONS TO BE COPIED**  
( see abbreviations on following page)

Pre-concept sketches	UAVP, FP, USER
Conceptual Schematic	UAVP,FP, UAVP, E&U, PP, EH&S, POLICE, IS, USER
Advanced Schematic	UAVP, FP, E&U, PP, EH&S, IRM, USER
Design Development	UAVP, FP, E&U, PP, EH&S, OSUA, IRM, POLICE, IS, VS, USER
50% Construction Documents	UAVP FP, E&U, PP, EH&S, OSUA, IRM, ADA, USER
100% Construction Documents	UAVP, FP, E&U, PP, EH&S, OSUA, IRM, VS, USER

1. At the Design Development submittal the PM is to schedule a presentation (by the Architect) in accordance with FAU PSG, Section 4.5.2, to all the departments/sections identified on the distribution list. Coordination for scheduling this meeting shall begin with the Office of the UAVP.
2. Additional department/sections can be added to distribution list based on unique project specifications & Facilities Planning recommendations.

Issued By: Richman/Dashtaki	Date Issued: 4/2001	Date Revised: 1/2010	Effective Date: 4/2001
APPROVED:			
	Vice President	Assistant Vice President	Director

3. At 50% design, a stand-up review shall be scheduled for the ADA committee, and their comments addressed by the A/E within 2 weeks. Upon substantial completion, ADA committee shall be scheduled for a walk thru (reference Facilities Planning PP #13 – Major Project Completion).
  - ◆ Notify the UAVP two (2) weeks in advance of the presentation by the Facilities Planning Department.
  - ◆ The PM is also to schedule informal stand-up reviews of all FAU comments with the User and the A/E at each submittal.
  - ◆ At 100% Construction Documents, the PM shall obtain the construction documents on a CD in AutoCadd from the A/E and shall transmit same to the Archive Supervisor.

**DEPARTMENT/  
SECTIONS**

- ◆ Review the documents in the time frame indicated on the Document Review Form in the Tracking Log Box, and transmit review comments back to the Facilities Planning Project Manager.

**FP PROJECT  
MANAGER**

- ◆ Review each submittal for compliance with the requirements of the Contract, Program, Applicable Codes, University Standards and FAU Cost Containment Guidelines.
- ◆ Within the contractual time frames, the PM shall compile all FAU review comments and transmit a comprehensive set of review comments to the A/E through the Director of Facilities Planning along with a cover letter indicating one of the following:
  - 1) Approval to the A/E to proceed with the next Design Phase with direction to incorporate all review comments into the next submittal  
or
  - 2) Conditional Approval to the A/E to proceed with the next Design Phase upon receipt of a satisfactory written response to all FAU review comments  
or
  - 3) If gross errors or non-compliance is evident in the submittal, the PM shall transmit through the Director disapproval to the A/E stipulating what is required.

**FP DIRECTOR/  
ASSOC.  
DIRECTOR**

- ◆ Review and execute PM's Approval/Disapproval letter and forward to the A/E. If the CM project estimate exceeds the project construction budget, the Director of Facilities is to evaluate if A/E and CM can bring the project within budget during the next phase. If not, the A/E should not be authorized to proceed to the next phase until the project is designed within budget.

**FP PROJECT  
MANAGER**

- ◆ Upon receipt of 100% construction documents that incorporate all of the review comments, the PM completes the **Release for Construction Permit Memo (Attachment "C")** and transmits it to the FP Director.
- ◆ Instruct, in writing, the CM to apply for a construction permit in accordance with Engineering & Utilities Policy & Procedure #11 (Code Compliance and Construction Permit Administration).

**ABBREVIATIONS**

UAVP:	University Architect & Vice President
EH&S:	Environmental Health & Safety
FP:	Facilities Planning
E & U:	Engineering & Utilities
IRM:	Information Resource Management
IS:	Instructional Services
OSUA:	Office of Space Utilization and Analysis
PP:	Physical Plant
SFM:	State Fire Marshal
USER:	Building Occupant Designee
VS	Vending Services
ADA	ADA Committee (Americans with Disability Act)

**REFERENCE**

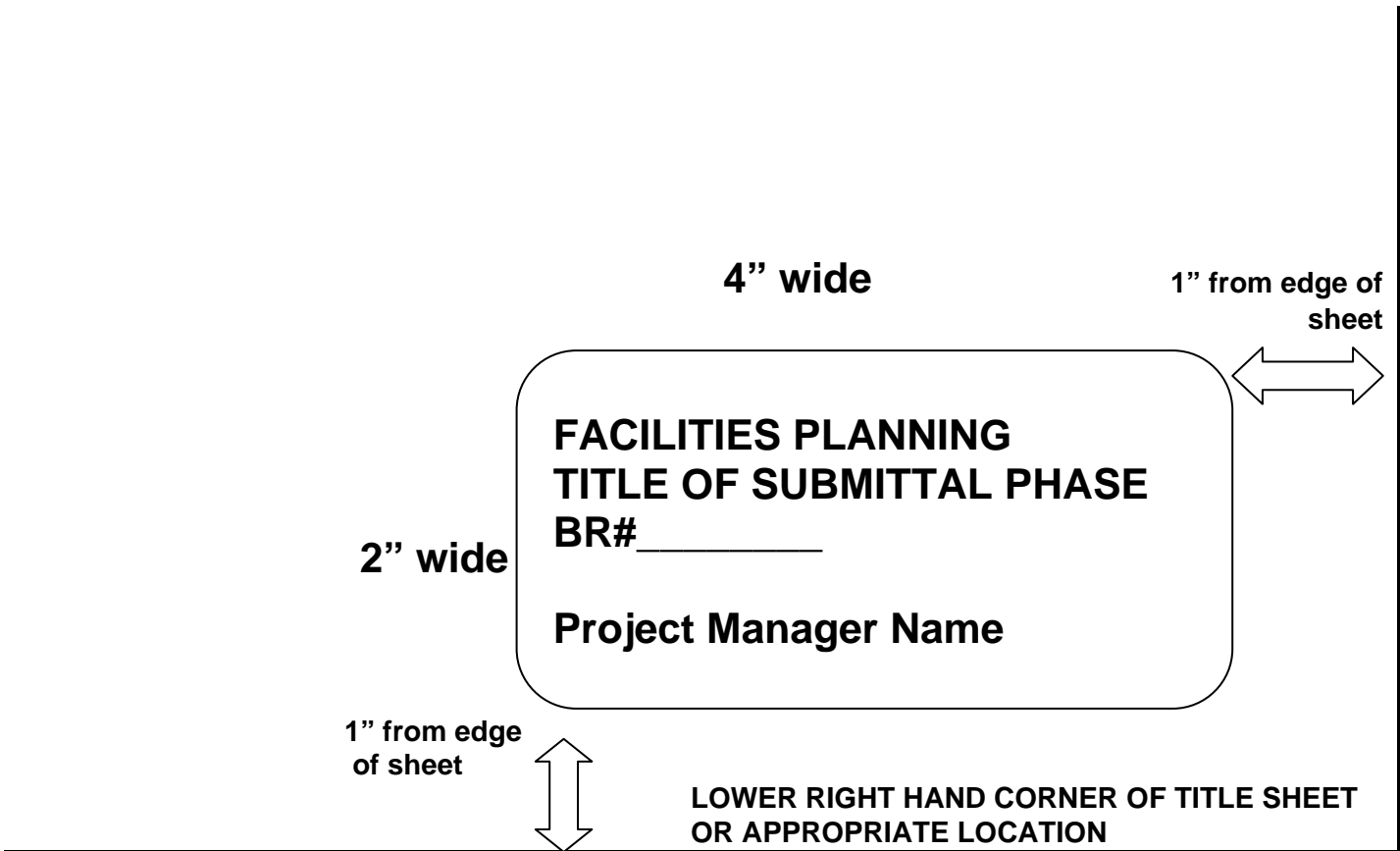
- ◆ FAU Professional Services Guidelines- Article 4, Design and Construction Documents
- ◆ Facilities Planning Policy & Procedure #13
- ◆ Engineering & Utilities Policy & Procedure #11

**ATTACHMENTS**

- ◆ **Document Labeling Example – Attachment "A"**
- ◆ **Document Submittal Review Form – Attachment "B"**
- ◆ **Release for Permit Memo – Attachment "C"**

**DOCUMENT LABEL STANDARD**

**AFFIX ADHESIVE LABEL (2" X 4") ON LOWER RIGHT HAND CORNER OF TITLE SHEET AND WITH RED MARKER PROVIDE THE INFORMATION AS SHOWN BELOW:**



**ATTACHMENT "A"**



**FACILITIES PLANNING**  
**DOCUMENT SUBMITTAL REVIEW FORM**

Facilities Planning Project Manager: \_\_\_\_\_ Phone No: \_\_\_\_\_

Project Title: \_\_\_\_\_ Project No. \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Phone No: \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY FACILITIES PLANNING				
SUBMITTAL PHASE		REVIEW BY DEPT.		TRACKING LOG
<input type="checkbox"/> Conceptual Schematics	<input type="checkbox"/> 50% CD's	<input type="checkbox"/> Facilities Planning	<input type="checkbox"/> IRM/Voice Data/AV	Date on Documents: _____
<input type="checkbox"/> Advanced Schematics	<input type="checkbox"/> 100%CD's	<input type="checkbox"/> Engr. & Utilities	<input type="checkbox"/> OSUA	Date Dept. Comments due: _____
<input type="checkbox"/> Design Development	<input type="checkbox"/> Other	<input type="checkbox"/> EH&S	<input type="checkbox"/> Physical Plant	Transmitted to Dept. on: _____
One (1) set of <b>each</b> submittal to be transmitted to the UAVP office.		<input type="checkbox"/> IS	<input type="checkbox"/> User Dept.	Received from Dept.: _____
		<input type="checkbox"/> Vending Services	<input type="checkbox"/> ADA	_____

Comment No.	Drawing/Spec Ref.	Review Comments (Print or Type)

**ATTACHMENT "B"**

# SAMPLE

## MEMORANDUM

**TO:** Director/Facilities Planning

**FROM:**

**SUBJECT:** Release of Project \_\_\_\_ for Construction Permit \_\_\_\_

**DATE:**

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The above referenced project has been reviewed for compliance with the University Standards and project requirements and FAU Cost Containment Guidelines January 2007 edition. Further, the Architect/Engineer has made all changes and/or corrections and therefore, the project is now ready for the contractor or CM to apply for Construction Permit.

Any minor changes to the project after the issuance of a Construction Permit will be submitted in a timely manner as revisions to the permit.

pc: (FP Director)  
(E&U Director)  
(Building Code Compliance Coordinator)  
A/E of record  
CM of record

***ATTACHMENT "C"***