



Facilities Planning Policy & Procedure #21

TITLE: **DOCUMENT RECEIPT, DISTRIBUTION AND REVIEW – MINOR 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

**PROJECT
MANAGER**

- ◆ On minor projects that are considered “Major” Minor Projects, i.e., where the project due to its size and/or complexity is handled as a Major Project, follow the requirements of Facilities Planning Policy & Procedure #2 – *Document Receipt, Distribution and Review-Major Projects*. The decision to handle the project as a “Major” Minor Project shall be made by the Facilities Planning Director at the start of the project.
- ◆ Determine at the start of the project, in consultation with the Associate Director the number and type of review submittals that will be required and transmit this information to the A/E or CM/GC. This can range from a written proposal description from a CM/GC on very small projects that clearly states all of the required work, to sketch(es) prepared by the contractor or Project Manager, to a Construction Document set of drawings and specifications prepared by an Architect or Engineer. In some cases, preliminary, conceptual, or 50% submittals may be required to assure sufficient review.
- ◆ Within three (3) working days of receipt of a submittal verify that it generally complies with project requirements and FAU standards. If submittal does not comply, reject and return it to the submitting party with written comments. Retain one (1) copy of the submittal for the file.
- ◆ Upon verification that a submittal generally complies with project requirements and FAU standards, distribute copies to one or more of the following Departments as appropriate to the individual project (verify with the Associate Director if uncertain) along with a Document Submittal Review Form (***Attachment “A”***). Include the date that the Review Form is to be returned.

- AVPUA: Associate VP to the University Architect & VP
- E&U: Engineering & Utilities
- EH&S: Environmental Health & Safety
- PP: Physical Plant
- OSUA: Office of Space Utilization & Analysis
- IRM: Information Resource Management
- IS: Instructional Services
- USER: Using Department, group, individual

- ◆ On projects requiring a Building Permit and State Fire Marshal (SFM) review, four (4) signed and sealed sets of 100% Construction Documents are required.

Issued By: Nelson	Date Issued: 4/2001	Date Revised: 12/2004	Effective Date: 4/2001
APPROVED:			
	Vice President	Associate V.P.	Director

Projects not requiring SFM review, require only two (2) sets of signed and sealed Construction Documents. Projects requiring Building Permits shall be processed according to the requirements of Facilities Planning Policy & Procedure #16 – *Code Compliance and Construction Permit Administration*.

- ◆ Review each submittal for compliance with the requirements of the project, program, contract, applicable codes, and FAU standards. Compile all review comments and transmit a comprehensive set of review comments to the submitting party indicating what action is required.

ATTACHMENT

- ◆ ***Document Submittal Review Form – Attachment “A”***

FACILITIES PLANNING

DOCUMENT SUBMITTAL REVIEW FORM

Facilities Planning Project Manager: _____ Phone: _____

Project Title: _____ Project No. _____

Reviewed By: _____ Telephone 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	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 style="width: 100px;" type="text"/>
<input type="checkbox"/> Design Development	<input type="checkbox"/> Other	<input type="checkbox"/> EH&S	<input type="checkbox"/> Physical Plant	Transmitted to Dept. on: _____
		<input type="checkbox"/> IS	<input type="checkbox"/> User Dept.	Received from Dept.: _____

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

ATTACHMENT "A"