

STANDARD OPERATING PROCEDURE # AES 2.001

Subject: Project Drawing Review

Purpose and Scope: To formalize a departmental policy which provides a consistency for project managers as well as consulting firms, that will provide easy to read comments to all parties.

Policy: The procedures below will be used for all design drawings as well as in-house drawings for departmental reviews.

Procedures:

1. Once design firm has completed drawings, they will be delivered to UWF Architectural & Engineering Services Bldg. 90/Room 101. The drawings and specifications will be logged in and date stamped by the CAD Manager of the Design & Survey Records Unit.
2. The CAD Manager will set them up in Room 101 with a "sign review sheet" and send an e-mail to notify everyone within the Maintenance, Utilities, Grounds, EH&S, Building Services, A/E Services, and ITS of the availability of the drawings as well as the deadline for review comments.
3. For consistency, all comments should be returned to the CAD Manager so the one single source will be collecting the information and providing a document that contains all review comments.
4. The CAD Manager will provide the written comments to the project manager to forward with a transmittal to the design firm.
5. The firm should return compliance comments back to the project manager as response.
6. The CAD Manager will maintain the most recent and current drawings within the file room for review for all projects and will also distribute copies to the requested parties as per the project manager's request. This distribution list will be documented for the project folder.

Special Procedures:

1. See attached flow diagram for Consultant construction documents.

Developed by:

Manager Computer Drafting
Design & Survey Records

Approved by:

Dr. James Barnett,
Associate Vice President
Facilities Development & Operations

