

**STANDARD OPERATING PROCEDURE # FDO 2.001**

**Subject: Project Drawing Review**

**Purpose:** To formalize a departmental policy that provides a consistency for project managers and consulting design firms; which will provide easy to read comments and submittal/distribution expectations from beginning to project close-out.

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


**Procedures:**

1. Once the design consultant has completed drawings, they will be delivered to UWF Design and Survey Records unit 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 notifying everyone within the Facilities Planning, Maintenance and Construction, Utilities, EH&S, Building & Grounds Services, Business Affairs & Auxiliary Services, and ITS of the availability of the drawings as well as the deadline for review comments.
3. The project review period is set by the project manager assigned to the project. In order to keep within the project schedule, the review period is set for a period of 5 days, sometimes 3 or 10 days, depending on the size or type of review. Review group members will review and make comments in the allotted time frame. This enables the project manager, in charge of the project, to review all the comments, discuss them with the design consultant and keep the project on schedule.
4. All comments shall be printed legibly on the submittal drawing sheets or the "sign review sheet". Comments may be typed and e-mailed to the CAD Manager. The CAD Manager will collect all of the comments and provide a document, containing all review comments, to the project manager assigned to the project.
5. The CAD Manager will provide the written comments to the project manager who will forward them with a transmittal to the design consultant. The project manager overseeing the project is the only person who will transmit the review comments.
6. The firm will return, "will comply, cannot comply, not in scope" or other comments back to the project manager.
7. 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.
8. **\*\*\*Prior to beginning project construction, the consultant will deliver to the UWF Design & Survey Records Unit: one (1) hard copy full size Record Set of Signed & Sealed Conformance/Corrected Construction documents, one (1) copy of the Escambia County Permit, one (1) copy of the Fire Marshal approval, two (2) one-half scale sets of Conformance/Corrected Construction documents, and (1) one CD containing PDF of each sheet of the hard copy Record Set Conformance/Corrected Construction documents.**
9. **\*\*\*A/E Contract Close-out Record Drawings Submittal – A/E shall update their respective models or AutoCAD drawing files with contractor recorded changes. Republish record documents. Submit (as agreed upon at time of negotiation) full BIM model with all needed objects and reference drawings, hard copy as-built set of plans, PDF files & AutoCAD files matching hard copy sheets, Mechanical Specifications, O&M Manuals, Telecom Report, Test & Balance Report, Roof documents, and all Warranties.**

**Special Procedures:**

1. See attached flow diagram for Consultant construction documents.

**Developed by:**

  
Manager Computer Drafting  
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**Approved by:**

  
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