



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective June 2010, Revised August 31, 2021
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 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 electronically submitted with hard copy(s) 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 electronically post them with a "Project Review Comments" document and send an e-mail notifying everyone within the Facilities Planning and Construction, Maintenance, 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 submitted online using the shared "Project Review Comments" document. Comments may be 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) half-size sets of Conformance/Corrected Construction documents, and digital files containing PDF of the Record Set Conformance/Corrected Construction documents and Construction Specifications.**
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 DWG files matching hard copy sheets, Construction Specifications, O&M Manuals, Telecom Report, Test & Balance Report, Roof documents, and all Warranties. Digital files of close-out documents in PDF format will be accepted.**

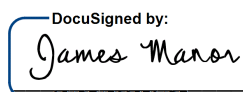
Special Procedures:


1. See attached flow diagram for Consultant construction documents.

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