



Project Management & Construction Services

Standard Operating Procedures

I. Title: Design Document Review and Approval

II. Purpose Review Design Documents in an efficient, consistent manner which ensures that quality, quantity, and functional requirements of stakeholders are met.

III. Definitions

Design Document Review: The technical review phase; commonly referred to as 30-60-90% review. **Note:** These percentages are roughly equivalent to reviews at the end of Schematic Design, Design Development, and Construction Document design phases.

Review Requirements: The required number of drawing and specification review sets, turnaround time for corrected drawings, comment response requirements, etc. as per the General Services Agreement with the Professional Service Provider, or as contractually modified by the PM.

IV. Actions (Paper-based Design Document review)

1. PM changes project status in FAMIS to DESIGN_DEV.
2. PM communicates review requirements (as outlined in the Professional Services Master Agreement) to Professional Service Provider.
3. PSP finishes current design phase and transmits documents to PM according to review requirements.
4. PM determines which stakeholders must review the documents based on the scope of the project. (The design team will always be on the reviewer list)
5. PM Determines if additional review sets are needed. If more sets are needed, PM coordinates with Project Specialist to order as many additional sets as needed. Proceed to step 6 when drawings are received from printing office.



Standard Operating Procedures

6. PM routes drawings, specifications, and communicates list of reviewers to Project Specialist for distribution.
7. PS ensures documents are ready for review and prepares comment sheet.
8. PS electronically distributes Review Comment Sheet, review comment deadline, and review meeting invitation (if there will be a review meeting) to reviewers.
9. PS distributes paper review documents and transmittal to reviewers.

If this is the final technical review, the Contract Specialist in the Contracting Services section shall be sent a set of review documents as well.

10. Reviewers perform technical review (occurs concurrently).
 - a) Fire Protection Services has 14 calendar days to review documents
 - b) All other reviewers have 7 calendar days to review documents
11. Reviewers record and compile comments on Review Comment Sheet. If necessary, Project Specialist reminds reviewers to submit comments one work day prior to review deadline.
12. Reviewers return completed Review Comment Sheet to PM and copy PS.
13. PS compiles all reviewers' comments on one document and files it in the electronic project folder.
14. PM forwards review comments to PSP and holds a technical review meeting if necessary.
15. PSP reviews and responds to review comments.
16. PSP forwards responses to PM and copies PS.
17. PM clarifies questions from PSP about comments with reviewers/stakeholders.
18. PM forwards clarifications to PSP for inclusion in next set of documents.
19. PM obtains client approval to proceed to next design phase (Client Sign-off and Approval Form). Development of the



Project Management & Construction Services

Standard Operating Procedures

design should not continue to move forward without client approval.

20. PM communicates authorization to proceed to the next design phase to the PSP.
21. PSP incorporates comments into Design Documents.

References

Document Review Comment Sheet
Client Sign-off and Approval