



Project Management & Construction Services

Standard Operating Procedures

- I. **Title:** Dell Pediatric Research Institute Projects – 1400 Barbara Jordan Blvd, Austin, Texas 78723

- II. **Purpose:** Establish a review process for every project being considered for the Dell Pediatric Research Institute (DPI) building and site to assure compliance to the City of Austin Permit Regulations and the existing Registered Industrial Plant Permit (RIPP) issued by the City of Austin (Jan. 2010)

- III. **Actions (Chronological Order)**
 1. All SR-10's are routed through Senior Management for normal distribution;
 2. Agent of Record for PMCS will be invited to SR-10 meeting if an SR-10 is received for DPI for logging purposes;
 3. Senior Project Manager/Manager will assign DPI project to the Project Manager and every SR-10 must include the Responsible Official, Randy Hooper, P.E., as a team member;
 4. Scope of work must be reviewed with the PMCS Responsible Official and the Agent of Record each Wednesday to review new projects (regardless of delivery method) and to determine if the project:
 - Complies to the Registered Industrial Plant Permit (RIPP); or,
 - Requires an application through the City for a new permit; or,
 - Is exempt from either type of permitting and work may proceed.
 5. If work complies with RIPP, Agent of Record and Responsible Official must be included on all document including all plans; designs; Preliminary Estimate letters; Status letters; RFP's (for JOC delivery); Preliminary Schedule/Drawing (Planner projects); Scope letters and all Change proposals to the project; and, copies of Substantial Completion to assure compliance to the RIPP program;
 6. Agent of Record will maintain the DPI log for work accomplished under the RIPP and maintain copies for submission to the City of Austin for semi-annual review and acceptance;
 7. Responsible Official or designated Master Electrician, Master Plumber or Licensed Backflow Device tester must monitor work accomplished under the RIPP; complete required inspections of work in place; and, document inspection log (attachment);



8. After Inspection of work, an Inspection log must be emailed to the Agent of Record for filing in the PMCS electronic project file folder under Regulatory for all inspection by a qualified PMCS person. Final Inspection accepted dates will be updated on the Log for each trade;
9. Agent of Record for PMCS will maintain communication with the project team and maintain the log and monitor construction progress updates; and,
10. Agent of Record will schedule semi-annual site inspections and include members of the CNS management team; project manager for each project; PMCS Coordinator; PMCS Responsible Official and Agent; and, the City of Austin, Plan Review Coordinator for Commercial Plan Review. If accepted, the City representative will sign off on projects completed during this period.

IV. **References:** RIPP Program Exemption – Attachment I
City of Austin, Land Development Codes, As Adopted

V. **Flow Chart:** Attachment II Registered Industrial Plant Program Process



ATTACHMENT I:

DPRI RIPP Program Exemptions

The following work is exempted from City of Austin permits and can be performed as needed. All other work will fall under the Registered Industrial Plant Program (RIPP) or require a permit. Please contact Randy Hooper @ 232-8497 for further information on RIPP, permits, or non-exempt work.

Plumbing

- Clearing of stoppages, the repair of leaks in pipes, Valves or fixtures, or the removal and reinstallation of water closets, if the repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures
- Repairs or replacements of fixtures and replacement of traps, continuous waste piping, water shutoff valves, and faucets are exempt from permit requirements if the work is performed in accordance with the requirements of the Plumbing code and does not involve other city departments or inspection from other trades.

Electrical

- A portable motor or other portable appliance energized by a means of a cord or cable having an attachment plug end to be connected to an approved receptacle when the cord or cable is approved by the Electrical Code
- Repair or replacement of a fixed motor, transformer, or fixed and approved appliance of the same type and rating in the same location
- Temporary decorative lighting
- Repair or replacement of a current-carrying part of any switch, contactor, or control device
- Reinstallation of an attachment plug receptacle, but not an outlet
- Repair or replacement of an over-current device of the required capacity in the same location
- Repair or replacement of an electrode or transformer of the same size and capacity for a sign or gas-tube system
- A taping joint
- Removal of electrical wiring
- Temporary wiring for an experimental purposes in a suitable experimental laboratory
- The wiring for a temporary theater, motion picture, or television stage set
- An electrical device, appliance, apparatus, or electrical wiring operating at less than 25 volts and not capable of supplying more than 50 watts of energy
- A low-energy power, control, and signal circuit of Class II and Class III as defined in this code
- The following activities, if performed in connection with the transmission of electrical energy: the installation, alteration, or repair of electrical wiring, apparatus, or equipment; or the generation, transmission, distribution, or metering of electrical energy



- The operation of signals or the transmission of intelligence by a public or private utility in the exercise of its function
- The installation of a ground fault, circuit interrupting receptacle

Mechanical

- A portable heating appliance, portable cooling unit, portable evaporative cooler, or portable ventilating equipment
- A closed system of steam, hot or chilled water piping within heating or cooling equipment regulated by the Mechanical Code
- Replacement of a component part or assembly of an appliance that does not alter the original installation approval and complies with other applicable requirements of the Mechanical Code
- Refrigeration equipment that is part of the equipment for which a permit has been issued in accordance with the Mechanical Code

Attachment II

**REGISTERED INDUSTRIAL PLANT PROGRAM
PROCESS
Dell Pediatric Research Institute (DPRI)**

