

Policy Number: 6354-OP-001	Approved: <i>Wade E MacLaren</i>
Owner: Asst Dir of Operations Services	
Revision Effective Date: 12/5/2017	
Original Policy Date:10/27/2016	

Revision History

Date	Who	Section	Description
10/27/16	W MacLaren	All	New Document
11/17/16	W MacLaren	All	<ul style="list-style-type: none"> - Added numbered multilevel list to policy part of document - Changed section 2.7 to read “project design documents” instead of “plan reviews”. - Added section 2.8, projects that do not need to be reviewed
01/23/17	W MacLaren	2.2, 1.1, 2.1.1.1.2	<ul style="list-style-type: none"> - Added Building number and Room numbers for plans drop off - Modified Web site hyperlinks for form locations.
12/5/17	W MacLaren	2.8, All	<ul style="list-style-type: none"> - Added Clarification - Changed PPD to Facilities Services

POLICY TITLE

Inspection and Plan review process

OBJECTIVE

To ensure a standard process occurs in terms of Inspections and Plan reviews. To ensure the other groups internal and external to UF understand the requirements of the UF PPD Operations Engineering Group.

AUDIENCE

Groups internal and external to UF. i.e. UF PD&C, UF UAA, Contractors

SCOPE

All inspections (to UF standards) and plan reviews completed by the UF Facilities Services Operations Engineering group.

DEFINITIONS

POC – Point of Contact, listed on Inspection form

Facilities Services – University of Florida Facilities Services Division

POLICY**1. Inspections:**

- 1.1. Inspection requests are done via the “Facilities Services Inspection Request” form found on the UF PD&C webpage. Forms are under projects, then forms and standards. <http://facilities.ufl.edu>
- 1.2. Inspections forms that are not fully completed may not be done on the requested date / time.
- 1.3. There is a 24 hour notice request on inspections.
 - 1.3.1. This is 24 rolling hours, not counting weekends or holidays.
 - 1.3.1.1. An inspection request today at 9 am for any weekday after at 9 am is ok.
 - 1.3.1.2. An inspection request at 3 pm on a Friday, Saturday or Sunday for 9 am Monday is not ok.
 - 1.3.2. If contractors repeatedly do not follow this, Facilities Services will provide them with an inspection time that follows this 24 hour rule.
- 1.4. When an inspection is requested inspectors from the Facilities Services Operations Engineering department and/or building maintenance technicians and/or Facilities Services engineers will be present at the inspection.
- 1.5. If multiple contractors request inspections at the same date / time the Operations Engineering group will contact the POC’s for the inspections to work out with them what the best schedule will be to meet everyone’s needs.
- 1.6. Results from the inspection will be
 - 1.6.1. Provided within 1 business days.
 - 1.6.2. Will be sent electronically.
 - 1.6.3. Provided to the PM and the Inspection (POC).
 - 1.6.3.1. If no email address is available for the Inspection POC the results will be provided to the person (from the Contractor) who sent the request along with the PM.

2. Plan review

- 2.1. Documents for all projects (HSC and Main campus) are due by Monday at 5pm of the week the project will be reviewed.
 - 2.1.1. Documents include (**Bolded and asterisked items are required for all projects. If not submitted project will not be reviewed**)
 - 2.1.1.1. **** A comments review spreadsheet with the project info page properly filled out ****
 - 2.1.1.1.1. This shall be the “Design Review comments” spreadsheet supplied electronically so it can be modified.
 - 2.1.1.1.2. This spreadsheet is located on the PD&C forms & standards web page. Forms are under projects, then forms and standards. <http://facilities.ufl.edu>

- 2.1.1.2. **** A floor plan view of the building and floor to be modified.****
 - 2.1.1.2.1. STARS floor layouts are acceptable for this.
 - 2.1.1.3. **** Drawing package of the renovations ****
 - 2.1.1.4. **** A scope of work ****
 - 2.1.1.4.1. What is going to be done.
 - 2.1.1.5. Specifications
 - 2.1.1.6. Submittal packages
- 2.1.2. Operations Engineering will work with the PM to decide if the project will be reviewed that week or is too large and needs to be reviewed the following week due to time constraints of the reviewers.
- 2.1.2.1. All major projects shall have at least 8 business days for review.
- 2.2. For projects at the Health Science Center (HSC) 2 copies of prints shall be supplied. If hard copies of documents are being delivered then...
- 2.2.1. One delivered to the Facilities Services Tech Library on the ground floor of the General Service building (Building 204, Room 121)
 - 2.2.2. One delivered to Building 702, Operations Engineering suite, Conference table. (Building 702, Room 111)
- 2.3. Once all requested documents are received, Operations Engineering will send out a message on Tuesday morning to the "Facilities Services project review" global email address, stating all projects on that week's agenda.
- 2.4. Reviews for all projects (HSC, Main Campus, IFAS, UAA) will take place at 9 am Thursday Morning in room 143 of building 702.
- 2.5. Comments will be typed up and sent to the PM by end of day Friday after the Thursday when the project was reviewed.
- 2.6. Engineer / Architect responses to plan review comments are expected to be emailed back to the PPD operations group. They shall be sent to the "Facilities Services Inspection Request (inspection-request@FacilitiesServices.ufl.edu)" global email address.
- 2.6.1. The Project number and verbiage to indicate they are plan review responses should appear in the comment line of the email.
- 2.7. Project Design Documents can be sent electronically. This can be one of two ways. Sharepoint or email.
- 2.7.1. All items listed above apply for electronic submissions (deadline, documents, etc.)
 - 2.7.2. If send by email send to the "Facilities Services Inspection Request (inspection-request@FacilitiesServices.ufl.edu)" global email address.
 - 2.7.2.1. When the documents are sent to this address the appropriate people at the HSC are copied, so additional copies to the HSC are not needed.
 - 2.7.2.2. The Project number and verbiage to indicate this is a project for review should appear in the comment line of the email.

- 2.7.3. If documents are on Sharepoint a notification email needs to be sent to the “Facilities Services Inspection Request (inspection-request@FacilitiesServices.ufl.edu)” global email address.
- 2.7.3.1. The Project number and verbiage to indicate this is a project for review should appear in the comment line of the email.
- 2.7.3.2. A link to the Sharepoint webpage needs to be in the email body.
- 2.7.4. For either electronic delivery method, if the prints are larger than 11x17 we will not accept electronic prints. 11x17 prints have to have been originally drawn in that format/size so they can be read when printed that size.
- 2.8. Projects not needing plan review and inspection of these projects
- 2.8.1. If the project is repainting, carpet replacement, ceiling tile replacement or any combination of these three in an area not “owned” by Facilities Services, it does not have to formally go through the Facilities Services Plan review process. Areas that fall into this are offices, labs, clinics, etc. If it is a public space most likely it is a Facilities Services owned space. i.e. hallways, classrooms, etc.
- 2.8.1.1. Facilities Services asks for notification only that this work is happening. That notification should include a Scope of Work, Building numbers and room numbers. This notification shall be done with the normal plan review process.
- 2.8.1.2. If the work grows beyond paint, flooring and ceiling tile it will need to be submitted for formal plan review.
- 2.8.2. Projects that fall into the category of not needed to be reviewed shall be inspected. These inspections shall be comment only and will not be pass / fail.
- 2.8.2.1. The normal process shall be in effect for these inspections in terms of what stage / phase of the construction they are requested at and hours of notice given for inspection.