1. Design Development
   1. What to expect from the designer
   2. In-house review
   3. Customer sign-off

d. Design Review (who to involve, when)

Multiple people and departments are involved in the design review process. All parties involved must be given an opportunity to review the design and provide feedback. These reviews must be documented and tracked.

What is it:

Once the documents are available, a time should be set up for all parties to review the documents in their current iteration in an effort to provide feedback to the designer and ensure all WSU standards are adhered to.

Who is involved:

Project Planner

Project Manager

Customer

Sr. Project Manager

Director

Sr. Director

Director of Facilities Operations

Controls Supervisor

Director of Utilities & Energy Management

Risk Management

OEHS

Police Department

Computing and &Information Technology

Procurement

Subject Matter Experts

Process/How:

Once a complete set of design development documents has been received from the Design Consultant, the WSU Planner or Project Manager will schedule a time for all involved parties to review the documents. If any parties are unable to attend the review meeting, the drawings should be made available for their review at an alternate time. The meeting organizer should note who reviews the documents and have them sign off that they have reviewed the documents at each phase, and also note who was invited to review the drawings but did not. The noted documents should be scanned and placed in the 4.0\_Owner\_Review\_Docs folder and sent to the Design Consultant to pick up changes. Once the next set of documents has been issued, the Planner or Project Manager should back check to confirm that all previous comments have been picked up.

Checklist:

D&CS Document Review Checklist, Owner Review Documents.

Timeline:

The documents should be reviewed by all parties within a week of receipt for smaller projects. Larger projects may take up to 2 weeks for all parties to review.

Forms:

The D&CS Project Document Review Checklist can be used to track who has and who has not reviewed the documents at each phase of the project. Marked-up documents should be scanned and kept as part of the project file. Review comments should be transcribed and sent to the designer for response.

Filing:

3.0\_Project\_Dwgs\_Specs/Issued\_Progress\_Dwgs/4.0\_Owner\_Reveiw\_Docs

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