

PLAN REVIEW PROCEDURE

This document shall formally establish the review requirements for reviewing plans and specifications being prepared for projects for Missouri State University.

Plan reviews are an important step in the successful completion of any construction project. A project should not be rushed to the point where no time is available for proper review. This document shall help establish the time needed for reviews and document the agreement Facilities Management has for such time reviews.

Any potential problem discovered and corrected during the planning stages ultimately saves the University time and money. Periodic reviews should not be taken lightly and you should not rely on others to do the review for you. Others may also be reviewing the plans and specifications, but they may be reviewing it for other issues that may affect only them. A problem discovered later may not be able to be addressed or changed. Once each review process is completed the comments are to be reviewed by the consultant where applicable and either incorporated into the project or the reasons for not incorporating the comments shall be documented and distributed to all concerned. The Planning, Design & Construction project manager shall be responsible for receiving all comments, forwarding them to the consultant where applicable, and distributing any subsequent comment from the consultant when applicable. The consultant is tasked with the responsibility of acting upon the comments forwarded to them by the project manager.

The timelines established below are general guidelines. The project manager for Planning, Design & Construction may use his or her discretion to establish a different review schedule. The Planning, Design & Construction department is the only department that can establish an alternate review timeline on construction projects.

Each phase of completion on the project should be reviewed. On typical projects this includes the completion of the programming, schematic design, design development, and construction documents. The timelines established shall be as follows:

Completion of Programming.....1 Week
Completion of Schematic Design Phase.....1 Week
Completion of Design Development Phase1 Week
Completion of Construction Document Phase1 Week

On smaller projects, several of these phases may be combined into one review time period. On larger projects, additional review times may be established such as at 50% completion of the construction documents. The project manager will determine what is required for each project and notify all those involved.

For proper notification of all those connected with a project, please see the **Plan Review Distribution Procedure** available through Planning, Design & Construction.