

SUBJECT: Major and Minor Design Workshop Procedure	Effective Date:	Procedure Number:	
	7/11/2013	FS 2013 FPC0013	
	Supersedes:	Page 1	Of 2
Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)			

APPLICABILITY/ACCOUNTABILITY:

This procedure applies directly to Facilities Planning and Construction (FP&C), and indirectly to all departments within Facilities and Safety.

PROCEDURE STATEMENT:

All major projects and certain minor projects (as determined by the Director of FP&C) are to follow this procedure in order to ensure that projects are developed during the design process.

DEFINITIONS:

Design process: the formal development of a project through the phases of: conceptual schematics, advanced schematics, design development, and construction documents

PROCEDURES:

1. The project manager is responsible for adhering to the prescribed review format and for scheduling the following design workshops:

Conceptual and Advanced Schematics

50% Design Development

100% Design Development

50% Construction Documents

100% Construction Documents

2. The notification and agenda for design workshops must adhere to the Workshop Notification and Agenda format (see attached), which is designed to formalize the review of the design phase documents.

3. The review of each phase should follow the process described in the University of Central Florida Professional Services Guide (Article 4 - Design and Construction Documents). Disciplines reviewed will include:

Civil and Landscape and Natural Resources

Site Utilities, MEP, and LEED

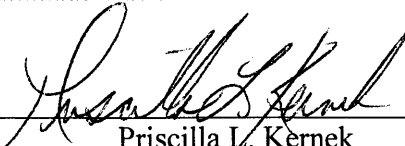
Building Envelope, Elevators, and Support Spaces

Business Services, Art in State, and Parking Services

OIR, Telecommunications, and Computer Services

Codes, Life Safety, and Security

4. In order for a project to be approved to the next phase, the Design Submission Report must be approved, along with the Critical Needs List for each phase of the design process. Both documents are to be found in the UCF Design, Construction, and Renovation Standards.
5. The importance of the UCF Design, Construction, and Renovation Standards cannot be overstated. A copy of the UCF Standards must be present at each design review workshop for reference purposes.
6. It is the responsibility of the architect and / or engineer to keep detailed meeting minutes of each workshop, and to send them to the project manager for review and comment.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance (Facilities and Safety)	7/14/13

(S a m p l e)

WORKSHOP NOTIFICATION AND AGENDA

Project Name:

Design Review Phase:

Workshop Date:

Workshop Location:

Participants in the design workshops will include representatives from the Architect / Engineer (A/E) team and the university. The disciplines will adhere to the following schedule:

9:00 AM - 10:00 AM	Civil and Landscape and Natural Resources
10:00 AM - 11:00 AM	Site Utilities, MEP, and LEED
11:00 AM - 12:00 AM	Building Envelope, Elevators, and Support Spaces
1:00 PM - 2:00 PM	Business Services, Art in State, and Parking Services
2:00 PM - 3:00 PM	OIR, Telecommunications, and Computer Services
3:00 PM - 4:00 PM	Codes, Life Safety, and Security

Review Workshop Expectations:

- A full-size set of documents is available for review in the Facilities Planning Plans Room one (1) week prior to the meeting.
- The review sessions will begin **promptly** at the time designated. The A/E will briefly present the design concepts of the subject discipline prior to the review.
- Review comments from the university will be addressed by the A/E.
- It is the responsibility of the A/E to keep **detailed minutes** of the review workshop, including specific responses to each review comment.
- Typed minutes of all sessions will be sent to the project manager within five (5) days, and the minutes will be distributed to all review workshop attendees.
- If there is an unresolved issue wherein the various parties are unable to reach a satisfactory resolution, the matter will immediately be addressed by the Associate Vice President, Administration and Finance (Facilities and Safety).

In an effort to maintain positive momentum during the development of the project, **attendance at these meetings is important**. Decisions will be made and direction given to the A/E that will directly affect the success of the project.

If attendance is not possible, please make arrangements for a substitute to represent your department.

(S a m p l e)

WORKSHOP NOTIFICATION AND AGENDA

CC: **Below is a Sample Group Listing
(names may change):**

Lee Kernek
Linda Wood
James Davis
Dr. Mike Sweeney
Dr. Ed Neighbor
Dr. Joel Hartman
Montel Watson
Frank Ballentine
David Norvell
Dustin Jackson
Rick Catusus
John Siler
Brian Wormwood
Dr. Patrick Bohlen
Alaina Bernard
Bren Bedford
Don Merrit
Joanne Toole
Michael Scruggs
Tony Awtonomow
Elliot Potter

Curtis Sawyer
Peggy Howse
Paul Lartonoix
Richard Beary
Thomas Briggs
John Jackson
Jeff Morgan
Michelle Humphries