

Policy Number: 6354-OP-001	Approved: <i>Wade E MacLaren</i>
Owner: Asst Dir of Operations Services	
Revision Effective Date: 09/23/2020	
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
12/18/2020	W MacLaren	All	<ul style="list-style-type: none"> - Inspections, changed request timing - Plan Review, total rewrite due to new system

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, 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. Inspections shall be requested **by 7am the day of the inspection.**
 - 1.3.1. Facilities Services inspectors will do their best to meet the time requested for the inspection. The exact time of the inspection will be a function of the other inspection requests the inspector has already for the day.
 - 1.3.2. Inspectors will do their best each day to ensure all requested inspections are completed. However there are times when due to circumstances outside their control that is not possible. We will ensure that we communicate with all requestors of inspections each day.
- 1.4. When an inspection is requested...
 - 1.4.1. inspectors from the Facilities Services Operations Engineering department and/or building maintenance technicians and/or Facilities Services engineers will be present at the inspection.
 - 1.4.2. Representatives from the contractor or sub contractor shall be present that match up with the work being inspected. i.e. if the inspection is for electrical work, a representative from the electrical contractor shall be present.
- 1.5. Results from the inspection will be
 - 1.5.1. Provided within 1 business days.
 - 1.5.2. Will be sent electronically.
 - 1.5.3. Provided to the PM and the Inspection (POC).
 - 1.5.3.1. 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. All projects are being reviewed via BIM as of August 1, 2020.
 - 2.1.1. This includes Change orders, Field orders and other updates to project documents.
- 2.2. BIM project review requests for all projects Facilities Services needs to review (HSC and Main campus) are due by Monday at 5pm of the week the project will be reviewed.
 - 2.2.1. The documents to be included in the review shall include (**Bolded and asterisked items are required for all projects. If not submitted project will not be reviewed**)
 - 2.2.1.1. **** A floor plan view of the building and floor to be modified.****
 - 2.2.1.1.1. STARS floor layouts are acceptable for this.
 - 2.2.1.2. **** Drawing package of the renovations ****
 - 2.2.1.3. **** A scope of work ****

- 2.2.1.3.1. What is going to be done.
- 2.2.1.4. ** Load calculations for any new panel loads. ****
- 2.2.1.5. Specifications
- 2.2.1.6. Submittal packages for equipment to be installed.
- 2.2.2. 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.
- 2.2.2.1. All major projects shall have at least 8 business days for review.
- 2.3. Once all **BIM reviews have been viewed, to ensure the proper documents are included,** Operations Engineering will send out a message on Tuesday morning to the University employees that are effected by the projects. This includes
- 2.3.1. Project Managers who submitted projects for review that week.**
- 2.3.2. Facilities Services Employees who oversee systems being affected by that weeks projects.**
- 2.3.3. Other internal and external people who review projects for the University.**
- 2.4. The plan review meeting for all projects being reviewed by FS takes place at 9 am Thursday Morning in room 143 of building 702. **It can also be attended via ZOOM.**
- 2.5. All project comments will be logged as issues in BIM for documents in the review presented to us for plan review. All issues will be assigned to the UF Project Manager.**
- 2.5.1. Engineer / Architect responses to plan review comments are expected to be sent back via the issue in BIM.**
- 2.5.2. Conversations outside of BIM in regards to issues (comments) are fine, however the final decision needs to be documented in BIM.**
- 2.6. Projects not needing plan review and inspection of these projects
- 2.6.1. 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.
- 2.6.1.1. 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 can happen via an email to the inspection-request@FacilitiesServices.ufl.edu email address.**
- 2.6.1.2. If the work grows beyond paint, flooring, paint and ceiling tile it will need to be submitted for formal plan review.
- 2.6.2. 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.
- 2.6.2.1. 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.