

TO: PREP Meeting Participants

FROM: Department of Construction Services

SUBJECT: Purpose of the Department of Construction Services PREP Meeting

I would like to welcome you to the Department of Construction Services PREP meeting.

We understand your desire to start your construction project as soon as possible. The purpose of this meeting is to inform you of the process that is required to be conducted by your design professionals in order to have your plans reviewed and approved with minimal delay.

While it is the responsibility of the Department of Construction Services to review plans to identify code violations, we are not code consultants. It is the responsibility of the design professionals to utilize available guidelines and submit plans that are complete and free of violations. Today, we will provide your project team with the Department of Construction Services Checklist, a package of guidelines and standards that permits them to bring the entire set of plans into conformity with the Federal laws for persons with disabilities as well as Fire, Building, Health, and OSHA codes prior to the submission of plans to this office. How these materials are to be used is the main goal of this meeting. This not only insures a faster review, but also reduces ambiguities that ultimately result in costly change orders. (Changes to well planned and documented projects should be for unforeseen or emergency circumstances only.)

Another purpose of this meeting is to share with you the process that will be conducted during the Plan Completion Test (PCT) meeting. At the PCT meeting your plans will be analyzed and will undergo an abbreviated review to determine the extent to which the Checklist has been utilized. We expect to encounter only an occasional oversight, that is, only one or two violations per project. If, however, during the course of the PCT we encounter an inordinate number of violations, we will conclude that the checklist was not properly utilized and the reviewer will discontinue the PCT and reject the plans. **We want to alert you now that we cannot accept plans that fail the Plan Completion Test. If the plans are not substantially free of code violations and in conformance with the submission standards, we will regard them as incomplete and not accept them. Also, for any plans that have passed the PCT but during the review are determined to have an inordinate number of problems requiring excessive review time, we will terminate our review and contact the school district to retrieve the plans.** As we have a full calendar of scheduled plan reviews and as most school districts are on tight timelines, we cannot allow one review to cause a chain reaction of other delayed reviews. By requiring "clean" drawings up front, we will not only get your plans approved sooner, we won't be delaying another school district whose plans would have been reviewed if we weren't spending our time on plans laden with violations.

Finally, please note that plans with outstanding modifications (requests for code variance) will not be approved until **a)** all modifications are approved by the State official having jurisdiction or **b)** your documents show alternative means of compliance if the modification is not approved.

We expect that you will take our advice seriously so that we will be able to accept your plans for review. Our reviewers are available at all times if your design professional has questions regarding the submission requirements.

Again, clean plans and completed checklists review faster for you, for us and for those districts waiting behind you in the review queue. Remember, your plan review will follow someone else's and others will be following you. Nobody appreciates having their plan review delayed because a preceding review took longer than necessary due to poor preparation.

Distribution: Superintendent of Schools
School Building Committee Chairperson
Board of Education Chairperson
Architect