

Louisiana State University

Office of Facility Services

Operating Instruction 6101

Revision: 2
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Page 1 of 2

SUBJECT: Technical Review of Projects

I. General Information

- A. It is the objective of the Office of Facility Services to conduct a complete technical review to conduct a complete technical review of all major design, construction, renovation and repair projects.
- B. Facility Development is responsible for the management of all technical review comments on these projects.

II. Procedures

Facility Development

- 1. A project folder will be created for each developed project, and will include plans and specifications where appropriate.
- 2. Construction document review requests are issued electronically to each Facility Services department for review comments by their review teams.
- 3. A comment review letter will be prepared and a copy retained in each project folder with appropriate information recorded for each departmental response.
- 4. A memo will be initiated through the director of Facility Development consolidating all departmental review comments on projects received from the LSU System Office of Facility Planning and the Office of Business Affairs.

5. All departmental review comments will be incorporated, where appropriate, in projects designed by Facility Services.

All Facility Services Departments

1. All departments will establish internal procedures to ensure that a technical review of all projects is completed.
2. All departments will complete and return Construction Document Review forms, normally within two (2) weeks of receipt of the form. If no comments are submitted, the form will be annotated as such and returned.