



# Top 10 Ways to Expedite Design Reviews & Inspections



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## 1) **Submit complete drawings & specifications**

- No missing drawings; complete details; specifications edited; all applicable spec sections provided
- Minimizes number of re-submittals required

## 2) **Get the basics correct**

- Appropriate Use, Construction Type, occupant loads
- Proper accessibility elements
- Proper fire assemblies, shafts, dampers

## 3) **Assure documents are coordinated**

- Between sheets
- Between disciplines
- Between packages



#### **4) Consult with BCOM technical staff**

- Use BCOM Lead Reviewer as primary point of contact
- Utilize BCOM staff's broad Code & technical expertise

#### **5) Use current forms & formats**

- Current General Conditions (CO-7, 7CM, 7DB)
- Current Instructions to Bidders (CO-7a)
- Current Contracts (CO-9, 9CM, 9DB)
- Other current forms (See DGS-30-000 on the DGS Forms Center)

#### **6) Understand and adhere to CPSM requirements**

- Technical requirements
- Procurement requirements
- Special requirements
- Take advantage of CPSM & VCCO training offerings



## **7) For applicable projects, follow the Pool Funding Process**

- Understand the Pool Funding Process
- Assure scope and funding requests are consistent with, and meet the intent of, the Pool Funding Process
- Consult with BCOM Cost Reviewers as needed
- Submit required project cost documentation forms (e.g., CR-2, Building Cost Summary) in timely fashion

## **8) Assure changes during construction are properly approved and communicated**

- Code impact
- Cost impact
- Schedule impact



## **9) Ready the project for substantial completion inspection**

- Remove debris
- Provide correct exit signage & exit discharge
- Provide proper labeling of equipment, panels, & piping
- Pre-check systems before inspection (e.g., fans, GFCIs, locking devices, HVAC controls, etc.)
- Pre-check for proper installation of accessibility elements

## **10) Provide complete close-out documentation**

- Certificates of Completion (A/E, Contractor)
- SFMO Inspection Report
- Checklist for Occupancy
- Structural & special Inspections Certification
- Potable Water Report
- Elevator Inspection Report