Design Reviews: Method

**How?**  *Follow design review checklists at each required milestone submittal in Programming, SD, DD and CD*

- **Checklists**
  - Use the checklists to guide **minimum deliverables**
  - Publish checklists **signed** by the design team project manager with each submittal
  - Certify **milestone completeness**—or explain missing information

- **Quality Control**
  - Coordinate design disciplines **prior** to each milestone submittal
  - Adhere to **UH design guidelines and master specs**—or identify proposed variances
Design review checklists outline the University’s minimum expectations for each milestone submittal.
• Include completed, signed checklists in the General sheets at the front of each milestone submittal

• Strike through disciplines that do not pertain to your project

• Include previous milestone checklists to provide a continuous record

• Remove checklists from the final Issued for Construction (IFC) set
Design Reviews: Timing

When? Schedule reviews after each required milestone submittal in Programming, SD, DD and CD

• Two-Week Owner Review
  • Post submittal to PMWeb
  • Receive written comments and/or drawing markups from UH reviewers
  • Review design comments and prepare written responses prior to Page Turn meetings

• Page Turn Meetings
  • Schedule meetings in advance for third week
  • Conduct Page Turn meetings using Bluebeam or similar program
  • Submit final written responses immediately after Page Turn meetings

• Notice to Proceed
  • Receive authorization from UH project manager to proceed to next design phase if progress is satisfactory
  • Make agreed changes and corrections in next phase of design
Sample Page Turn Meetings: Large Capital Project

8 – 9am  **Site**—civil, landscape, site lighting, site utilities, signage

9 – 11am  **Architecture**—building, materials, structure, elevators, fire & life safety

11 – Noon  **Interiors**—layouts, finishes, custodial/waste services, space management, signage

1 – 2pm  **Sustainable Design**—LEED checklist—progress check

2 – 4pm  **Engineering Systems**—mechanical, plumbing, electrical, fire alarm, BMS, Cx

4 – 5pm  **Technology**—IT, security, electronic access control, AV

*Note:* Organize page turn meetings by disciplines and consultants. Page turn sessions may be day-long events, or half-days, depending on the design phase, project scope and complexity. Reviews may be virtual or in-person.
Design Reviews: Variance Management

Why? *Evaluate project conformance with UH design guidelines and master specs*

- **At each milestone submittal**, document if variances are needed—or not:
  - Programming
  - Schematic Design
  - Design Development (50% and 100%)
  - Construction Documents (50% and 90%)

- Propose variances and rationale using **standard request form**

- Support UH project manager’s presentation to the **Variance Review Committee**, which meets **monthly**

*Note: Senior leaders from Facilities Planning, Construction Management and Facilities Services must approve variances.*
Design Reviews: Campus Stakeholders

• The **Campus Facilities Planning Committee (CFPC)** is established by MAPP 09.03.02.

• CFPC reviews all projects that affect the **quality and character of the campus**, including new buildings and outdoor spaces, exterior renovations, road relocations, public art installations and non-standard exterior signage.

• CFPC meets **bi-monthly** in January, March, May, July, September and November.

• CFPC members represent a **cross-section** of the University, from students to faculty to staff, from Marketing to Research to Facilities.

• After CFPC approval, **significant changes** to exterior design, exterior materials or exterior public spaces require re-approval by CFPC.
  • Changes requiring re-approval include, but are not limited to, substitution of a new exterior material; significant changes to landscaping and tree protection; changes to public spaces or public circulation.

*Best Practice*: Present the project during Design Development, after Schematic Design has been reviewed, cost estimates have been reconciled and the project is “on budget.”