



# UBOPL Plan Review Process Training

Office of University Building Official

# Agenda

- Review of the UBOPPL workflow (5 minutes)
- Using the UBOPPL process to determine permit documentation requirements (20 minutes)
  - What the PM should be prepared to share
  - What the PM should expect as an outcome
- Using the UBOPPL during the design phase (20 minutes)
  - How OUBO conducts their plan review
  - OUBO observations
  - How the PM can support better documentation provided for review
  - How the PM can best coordinate comments and responses
  - Leveraging the UBOMR process to facilitate discussions
  - Common mistakes or missing information on A/E documentation
  - Example References
- Questions from the PMs (15 minutes)



# UBOPL – Process Workflow Diagram

- Process used specifically for OUBO Plan Reviews.
- Max review time based on review types:
  - 5 Business Days = Schematic Drawings, Concept Evaluations
  - 10 Business Days = Preliminary Drawings
  - 15 Business Days = Working Drawings
- This process is always started by the PM.
- Review workflow diagram in Trimble.
- Review test process flow in Trimble.



# UBOPL – Permit Document Requirements

- Different amounts of information and documentation are required depending on the review type:
  - Concept Evaluations = Sketches, basic information to convey concept.
  - Schematic Drawings = Basis of Design Narrative, Schematic Drawings, Early Calculations (refer to HECOM 8.6)
  - Preliminary Drawings = Basis of Design Narrative, Preliminary Drawings, Developed Calculations (refer to HECOM 8.7)
  - Working Drawings = Working Drawings, Specifications/Project Manual, Final Calculations (refer to HECOM 8.8)
- Working Drawings, Specifications/Project Manual, Calculations, and any other documents submitted as part of the Working Drawing Submission shall bear the seal, signature, and date of the RDP in responsible charge for each discipline.
- Continue test process flow in Trimble.

# UBOPL – OUBO Plan Review

- All OUBO plan reviews are conducted in Bluebeam Sessions.
- When the PM submits a UBOPL to OUBO in Trimble, we create a new Bluebeam Session and add the submitted documents.
- When reviewers conduct reviews, comments are added using “markups”.
- When all reviewers are finished, if comments exist, they are exported to the “OUBO Review Comments” Excel file.
- Before uploading to the UBOPL process, reviewed files have the OUBO applied and file names are appended with “\_OUBO REVIEWED” or “\_OUBO APPROVED”.
- Show workflow in example Bluebeam Session.
- Continue test process flow in Trimble.

# UBOPL – Revise and Resubmit

- If there are comments to be addressed, the PM will get the process back with the “\_OUBO REVIEWED” files and the “OUBO Review Comments” Excel file.
- These should be reviewed by the PM and then the A/E team.
- All comments must be addressed and responses shall be added to the Excel file.
- All drawings, specifications/project manual, calculations, and any other documents shall be resubmitted until all documents are approved.
- If OUBO does not feel the previous comments were adequately addressed, or if OUBO generates new comments, the process will come right back to the PM again.
- The UBOMR process should be used as a means to reduce the number of re-reviews.
- Continue test process flow in Trimble.

# UBOMR – Meeting Request Process

- The UBOMR process was created to help foster better communication between the OUBO Team, the PMs, and the A/Es.
- The PM and the A/E team shall submit a UBOMR to request a meeting with the OUBO.
- Include available dates/times with the topic(s) to be discussed and identify all disciplines that the topic(s) involve.
- In the case of plan reviews, this can be used to review comment responses and drawing updates to ensure they will be accepted prior to resubmitting to OUBO.
- This can reduce the number of re-reviews and will ultimately reduce the amount of time it take to get drawings approved and a Permit issued.
- Review test process flow in Trimble.

# UBOPL – Plan Review Outcomes

- Concept Evaluations = Permit Required or No Permit Required. Usually no resubmission is required. May include minor review comments.
- Schematic Drawings = Revise & Resubmit, Approved. Only used for Capital Projects. Receiving approval means you can proceed to the Preliminary Drawing Phase. Responses to Schematic Design comments shall be provided with the Preliminary Drawing Submission.
- Preliminary Drawings = Revise & Resubmit, Approved. Receiving approval means you can proceed to the Working Drawing Phase. Responses to Preliminary Drawing comments shall be provided with the Working Drawing Submission.
- Working Drawings = Revise & Resubmit, Approved. Receiving approval means you can proceed to the Permit Application Step.

# UBOPL – OUBO Approved

- If the submission is approved, we will attach the approved files appended with “\_OUBO APPROVED”.
- All approved files will have an OUBO Approved Stamp applied.
- The process will close, but you will always be able to see that it was approved in Trimble.
- When the UBOPL process for Working Drawings is approved, the process will close and a C017 Permit Application Process will open.
- Continue test process flow in Trimble.



# UBOPL – Common Mistakes

- GMU Project Number shall be provided on each drawing in the set(s), each page of the specifications/project manual, the cover page of all calculations, the cover page of any other documents included as part of a submission.
- Working Drawing Submissions shall bear the seal, signature, and date of the RDP in responsible charge on each drawing in the set(s), the cover page or a seals page of the specifications/project manual, the cover page of all calculations, the cover page of any other documents included as part of a submission.
- All comments in the “OUBO Review Comments” Excel file shall be addressed and responses shall be added to the Excel file.
- HECO 6a6b Forms not included or incorrectly filled out when Special Inspections are required.
- Calculations not included on the drawing or as a separate document.

# UBOPL – Example References

- Concept Evaluations
  - 221382 - NC Activities Building Additional Work Concept
  - 252320 - 0508 BRL LPR Poles Install
  - 252097 - 0402 Van Metre Suite 222 Refresh
  - 252370 – 0038 David King Jr Facilities Relocations Moves
- Schematic Drawings
  - 18529-000 - 0031 Aquatic Fitness Center (AFC) Reno
  - 221382 – NC Activities Building
  - 18487-000 - Telecom Infrastructure Phase 2
  - 241927 - 0032 RAC Addition
- Preliminary Drawings
  - 18529-000 - 0031 Aquatic Fitness Center (AFC) Reno
  - 221382 – NC Activities Building
  - 18487-000 - Telecom Infrastructure Phase 2
  - 241927 - 0032 RAC Addition
- Working Drawings
  - 18529-000 - 0031 Aquatic Fitness Center (AFC) Reno
  - 221382 – NC Activities Building
  - 18487-000 - Telecom Infrastructure Phase 2
  - 252233 - MR 0029 Thompson Replace Chiller Add To CHCP Loop



Questions?

Thank You