

Date:

To: Distribution

From: Lead Engineer/Project Manager, PME

Subject: **REQUEST FOR DESIGN REVIEW OF WORK ORDER # _____**

The design for the renovation of _____ Building _____ has been completed to _____ % stage. There will be a review meeting to discuss your comments in the Building 350 conference room (specify day of week) _____, (date of _____, (time) _____. The attached Design

Review Comment form (for those who receive drawings – see below) is to be used to record your comments. Please indicate the appropriate drawing or specification reference, and your comments concerning it. The Disposition block will be completed by the Designer and you will be furnished a copy.

In order to keep the project on schedule, I need your completed forms by **no later than** _____.

Your support and comments are appreciated.

Distribution:

- _____ Requestor (list name)
- _____ Building Manager (list name)
- _____ EHS (2 sets)
- _____ Bill Boyer

Operations and Maintenance Shops:

Tim Lenhart and John Sill (Responsible for shops review and comments-Copy of Memo only)

- | | | | |
|--------------------------|------------------------|------------------|-----------|
| _____ Gary Custer | _____ Pipe | _____ Electric | _____ BAS |
| _____ Telecommunications | _____ Carpenter | _____ Instrument | |
| _____ Millwright | _____ Sheet Metal/Weld | _____ HVAC/R | |

Engineering Support Engineers:

- _____ Electrical Engineer -
- _____ Mechanical Engineer -
- _____ Architectural Engineer -
- _____ Project Lead Engineer -
- _____ Construction Administrator -
- _____ Project Manager -

cc: Manager of Engineering (w/1 copy)

Manager, Project Controls (memo only)

