

Date:

To: Distribution

Thru: Len Wrona, PE  
 Manager, Engineering

Thru: Lead Engineer

From: Sr. Project Manager, Project Operations

Subject: **REQUEST FOR DESIGN REVIEW AND ESTIMATION OF WORK ORDER #; TITLE**

The design for [ ] has been completed to the final stage and is ready for Design Review.

The attached Design Review Comment form is to be used to record your comments. Please indicate the appropriate drawing reference, and your comments concerning it. The Disposition block will be completed by the Lead Engineer and you will be furnished a copy. To keep the project on schedule, I need your completed Design Review forms **no later than** .

Your support and comments are appreciated.

Distribution:

- X \_\_\_ Requestor
- X \_\_\_ Building Manager
- X \_\_\_ EHS (2 sets)
- X \_\_\_ Project Controls – Estimating
- X \_\_\_ COTR
- X \_\_\_ ALS (Hildebrand)

Operations and Maintenance Shops:

- |                 |                |               |                        |
|-----------------|----------------|---------------|------------------------|
| ___ Gary Custer | ___ Electric   | ___ HVAC/R    | ___ Telecommunications |
| ___ Dave Davis  | ___ Millwright | ___ Support   | ___ Instrument         |
| ___ BAS         | ___ Pipe       | ___ Carpenter | ___ Sheet Metal/Weld   |

Note: R = Review, E= Estimate

xc: Sue Keilholtz (Memo only)  
 Tim Lenhart (Memo only)