

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 drawing will be reviewed electronically according to Procedure FMEP-P-0300D.

The Design Review file can be found at:

Please use the AutoDesk Review software to make comments and save file in the "Comments" folder with your initials appended to the file name.

To keep the project on schedule, I need your completed Design Review **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:

<input type="checkbox"/> Gary Custer	<input type="checkbox"/> Electric	<input type="checkbox"/> HVAC/R	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Dave Davis	<input type="checkbox"/> Millwright	<input type="checkbox"/> Support	<input type="checkbox"/> Instrument
<input type="checkbox"/> BAS	<input type="checkbox"/> Pipe	<input type="checkbox"/> Carpenter	<input type="checkbox"/> Sheet Metal/Weld

Note: R = Review, E= Estimate

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