

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 the \_\_\_\_% stage. There will be a review meeting to discuss your comments in the Building 350 conference room (specify day of week)\_\_\_\_\_, (date of meeting) \_\_\_\_\_, (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 & John Sill (Responsible for shops review and comments-Copy of Memo only)

- |                       |                     |               |
|-----------------------|---------------------|---------------|
| ___Gary Custer        | ___Pipe             | ___Electric   |
| ___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 -

xc: Manager, PME (Memo only)  
Manager, Project Controls (Memo only)

