**Design Documents Review -** Request

**TN-000000**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **initiate by USF Project Manager** | | |  | **C** | **forward to BCA** | | |
| **Date:** |  |  | **Tracking:** | | **Received:** |  |
| **From:** | USF PM Name |  | (Dates) | | **Reviewed:** |  |
| **VIA:** | A/E of Record |  |  | | **Review Provided:** |  |

|  |
| --- |
| **PROJECT Information** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name:** | | | |  | | | | | | | | | | |
| **USF Project Number:** | | | |  | | | | | | | | | | |
|  | | | | (USF Project No or PF, PM, PG, PP, etc. followed by 12 numbers) | | | | | | | | | | |
| **Location:** | | | |  | | | | | | | | | | |
|  | | | | (i.e. Bldg. Abbreviation, Room#, Bldg.#, Physical Address) | | | | | | | | | | |
| **Description of Project:** | | | |  | | | | | | | | | | |
| **TRACKING** | Date **Documents Issued** by **A/E:** | | | | | |  | | | |
|  | Date **Received** by **USF PM:** | | | | | |  | | | |
|  | Date of **Transmittal** to **BCA:** | | | | | |  | | | |
|  | Date **Review** to **End** (2 weeks)**:** | | | | | |  | | | |
| **BUDGET** | **Construction Budget:** | | | | | |  | | | |
|  | **Building Cost Only:** | | | | | |  | | | |
|  | (Less Infrastructure, landscaping, parking, etc.) | | | | | | | | | |
|  | **Account Number:** | | | | | |  | | | |
|  | (to be billed for fees) | | | | | | | | | |
| **B** | **Submitted by A/E of Record** | | | | | | | | | | | | | | |
| **SUBMITTAL INFORMATION** | | | | | | | | | | | | | |
| **PHASE** | |  | **Program** | |  | **ASD** |  | **50% CD** |  | **Fast Tracked** | |  | |
|  | |  | **CSD** | |  | **DD** |  | 100% CD |  | Other | |  | |
|  | | Note: Submit **Final 100% CD** (Signed & sealed) on **Form 2**, **Permit Ready Plans Review Request** | | | | | | | | | | | |
| **QUANTITY** | | No. of **full-size Drawing** sets: | | | | |  | | | |  | No. of **Signed& Sealed** sets: |  |
|  | | No. of **Specifications**: | | | | |  | | | |  | No. of **Signed& Sealed** sets: |  |
|  | | No. of **half-size Drawing** sets: | | | | |  | | | |
|  | | **Electronic Files:** | | | | | **Yes** | | | |
| **\*or other CONTACT** | | **Architect:** | | | | |  | | | | | | |
|  | | **Contractor:** | | | | |  | | | | | | |
|  | | **Comments Issue to:** | | | | |  | | | | | | |
|  | |  | | | | | (Whom/Where to send review comments) | | | | | | |
| **SCHEDULE** | | **Next Submittal:** | | | | |  | | | |
|  | | **Permit Ready Set Submittal:** | | | | |  | | | |
|  | | **Start of Construction:** | | | | |  | | | |
|  | | **End of Construction:** | | | | |  | | | |

**File:** BCA-Form 01 Design Document Review-Request.docx