



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,  
NY 12234

---

Office of Facilities Planning, Room 1060 Education Building Annex  
Tel. (518) 474-3906 Fax (518) 486-5918  
[www.nysed.gov/fmis/facplan/](http://www.nysed.gov/fmis/facplan/)

## **SED ELECTRONIC REVIEW REMINDERS**

1. Name the drawings - do not just use drawing numbers
2. Name the specifications - do not just use specification numbers
3. Load civil & structural drawings in architectural review folder not engineering review folder
4. Highlight SED required items in spec sections - similar to "paper clip" method used for paper copy of spec - this will save time searching for correct wording in spec sections
5. Keep drawing and specification names and numbers consistent for each submission (original and addenda) such that the current and previous document revisions (versions) are connected and manageable
6. Address every comment provided by SED - either provide an addendum design document change or a clarification/response letter (signed by the A/E of record)
7. Addendum changes to Specifications - "cloud" changes, highlight changes, or use different font color for changes
8. Addendum changes to Drawings – “cloud” any changes made to each drawing
9. Drawings should be saved as smallest PDF size possible. SED does not need to see layer information, etc. on drawings. Saving drawings to smallest PDF file size will save SED time during electronic review.
10. Drawings should be saved horizontally, so when SED opens drawings, they do not need to be rotated. This will save SED time during electronic reviews.
11. If a change needs to be made to an architectural document as a result of a comment from the engineering review, it is important that the corrected architectural document be loaded back into the architectural directory in the DFM system, and not into the engineering directory.