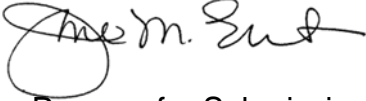




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October 30, 2017

TO: District Superintendents
Superintendents of Schools

FROM: Jhone M. Ebert 

SUBJECT: New Pre-screening Process for Submission of Capital Projects to the
Office of Facilities Planning

In an ongoing effort to improve processes and reduce the project review queue (refer to previously issued memo of July 7, 2017 from Christina Coughlin), the Office of Facilities Planning has implemented a pre-screening process for all capital projects received in our office on or after September 28, 2017.

The new process implements pre-screening of project submissions for completeness, coordination, and Code compliance, so the Office's project managers, architects, and engineers do not need to spend their limited time tracking down missing or incomplete information needed to finalize review and approval of projects. Staff should be reviewing projects and moving them forward. Review of complete, bid-ready submissions, will have a positive influence on reducing the review queue.

PRE-SCREENING PROCESS (projects received on or after 09/28/17):

- 1) **All project submissions will be pre-screened** using the attached checklists. If a project submission is deemed 'complete and ready for review,' the submission will receive a review number and be placed in the queue to await final review. An email notification will be sent to all contacts listed on the Checklist for Application for Building Permit and Examination and Approval of Final Plans and Specifications Form FP-CL ('Checklist') included with the submission package.
- 2) If the submission is found to be missing required information:
 - An email notification will be sent regarding what must be submitted to all contacts listed on the Checklist.
 - It is important that the requested information be provided in a timely manner so the project submission can move to the review queue as quickly as possible.
 - Once all missing or incomplete information is received, the submission will be processed in accordance with the procedures under Item 1, above.

3) Electronic review projects:

- Project technical documents (drawings and specifications) are to be loaded into the electronic review system using the project number issued by NYSED (no review number will be assigned for pre-screening of electronic submissions). Project paperwork should be submitted to NYSED for pre-screening at the same time documents are loaded into the electronic review system for pre-screening.
- If the project submission is deemed 'complete and ready for review,' the submission will be processed in accordance with Item 1, above.
- If the project submission is found to be missing required information, the submission will be processed in accordance with Item 2, above.

PROJECTS IN CURRENT REVIEW QUEUE (projects received prior to 09/28/17)

- 1) We request that school districts and their design professionals review any paperwork, drawings, and specifications which were submitted to the Office of Facilities Planning prior to September 28, 2017 for completeness, coordination, and Code compliance. This includes any project documents loaded into the electronic review system.
- 2) **After December 1, 2017, if a project is picked up for review and deemed 'so incomplete that a review cannot be started,' an email notification will be sent to all contacts listed on the Checklist included with the submission package and the project will be placed at the end of the review queue.**
- 3) Examples of project submissions 'so incomplete that a review cannot be started':
 - No drawings/specifications loaded into the electronic directory.
 - Incomplete drawings discovered throughout set.
 - Code compliance drawings incomplete, incorrect, or missing.
 - Drawings from one or more trades missing or incomplete, (i.e. Structural, Site, Electrical, Mechanical, or Plumbing.)
 - All drawings labeled, "not for construction," "SED Submission," "building permit," or other similar title which may imply incomplete or in-progress drawings.
 - Specification sections that have missing content or have not been edited to be project specific.

We intend for the new pre-screening process to bring down the length of time it takes to review and approve projects. The new pre-screening process will improve the workflow in the Office of Facilities Planning, and contribute to a faster capital project review process for every district in the State.