

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Processing Plans and Specification	<u>Number</u> 605
Related Policy:	6Hx20 – 6.004	<u>Page</u> Page 1 of 1

**I. Purpose**

To ensure that proper review of all construction documents by College staff, administration and the Board of Trustees is conducted before a construction contract is awarded. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.3)

**II. Procedure**

- A. Depending on the project cost and scope, the architect/engineer and the Director, Facilities Planning and Construction will determine the number of submittals which will be made to the Board of Trustees to achieve final approval for construction drawings and specifications. There are three (3) submittal phases: Phase I Schematic, Phase II Preliminary, and Phase III Construction or Final.
- B. Upon completion of each phase, the Director, Facilities Planning and Construction will arrange approval with the various deans and vice presidents.
- C. The appropriate Vice President will present plans and specifications to the President's Cabinet for approval.
- D. Upon approval of the President's Cabinet, the Director, Facilities Planning and Construction will present plans and specifications to the Board of Trustees for its approval.
- E. One copy of the final plans and specifications, properly sealed by the architect/engineer will be submitted to the College's building code administrator and plan review consultant with OEF Form 208 which is filled out by the Director, Facilities Planning and Construction, and signed by the President or his or her authorized designee.

Responsible Official:	Director, Facilities Planning and Construction
President's Signature:	Date: 02/21/2017 