

Connecticut State Department of Education  
Bureau of School Facilities

**RECOMMENDED PROCESS FOR FOLLOW-UP  
PLAN COMPLETION TEST (PCT) MEETING**

1.  Call the reviewer from the previous PCT meeting to schedule the follow-up PCT meeting (Monday and Tuesday are preferable to the Bureau of School Facilities (BSF)). Do not call until you are certain that all of the required changes will be completed prior to your date to return (approximately 5 days prior to your desired return date). Last-minute scheduling, however, may delay your follow-up PCT.
2.  The BSF will attempt to secure parking spaces for all vehicles driven to the State Office Building for our meetings. E-mail [lisa.rochester@ct.gov](mailto:lisa.rochester@ct.gov) a complete list of all driving attendees for the follow-up PCT. Parking is extremely limited, and there are no guarantees that a space will be available. Please be prepared to utilize alternative (not "free") parking.
3.  When you return for the next PCT meeting, the construction documents should be corrected/supplemented to eliminate the items listed during the previous PCT meeting. Only items with long lead times may remain "in progress" (e.g., L.C.C.A., Modification requests, etc.). Do not change the numbering of drawing sheets or specification sections.
4.  The items listed from the previous PCT meeting were discovered through a quick spot-check. Numbering of said items on the PCT sheet is for convenience only and is in no way to be construed as a true representation of the actual number of things found to be incomplete/incorrect in the submitted project documents. (The actual number of items found is generally much greater as each item listed usually contains multiple separate compliance issues.) Be sure to coordinate all corrections throughout the set of construction documents (for all disciplines and at all similar locations in the project), because in the follow-up PCT meeting we may be spot-checking other similar items elsewhere within the project scope.
5.  Do not highlight the changes on the drawings or in the project manual. A temporary tape product (i.e., Post-It® tabs) may be used to mark the revised sheet for convenience if you so choose, but these markers are to be removed as we go through the PCT response list. Drawing and/or specification "revision dates" are not required by this office, as the documents have not officially been "issued" for bid, but you may use them if you wish.
6.  Replace drawing sheets and specification sections as required. All drawing sheets should be signed/sealed, with the exception being hazardous materials abatement drawings. Rebind drawings and specifications in a professional manner to maintain edge alignment.
7.  Bring a sequentially numbered written response to the items listed in the previous PCT meeting (that matches in order the items listed in the previous PCT meeting) noting what corrective action occurred and where it occurred in the documents (which drawing sheets and specification sections were revised). Each response on the list must be worded in such a way as to clearly state a corrective action has occurred (using "revised" in the response usually will suffice). Again, only items with long lead times may remain "in progress".
8.  If changes have occurred to the previously submitted BSF file-copy drawings (code and site) then provide the BSF with a replacement at the follow-up PCT (neatly folded to fit in a legal-size file folder).

Upon determining that the documents are complete for submission, we will calculate an estimated scheduled review completion date. Should this date exceed 30 calendar days from the BSF acceptance date, the school district will be given the option to pursue a local review in lieu of the BSF review (ref. C.G.S. 10-292(c)). If the local review is to be pursued, the accepted documents may be taken from the BSF (after they have been stamped "Received") and delivered to said local reviewer(s).

Any changes to the contract documents (including materials changes) after the BSF acceptance date must be reviewed by the BSF. Also, it is critical that if the local review is selected then that review must be conducted to all codes (including Federal Law Section 504 of the Rehabilitation Act of 1973).