

Connecticut State Department of Education
Bureau of School Facilities

Plan Review Record Sign-Off Procedures

The following instructions are to be used as a guide in responding to items listed in the Plan Review Record (PRR) for any given project phase.

For questions, please contact the reviewer of record (listed at the top of the PRR).

1. THE DRAWING REVISIONS

- (a) Please keep the original set of plans and specifications reviewed by the Bureau of Schools Facilities (BSF) in-tact. Any drawings changed will be loosely laid atop the original in the reviewed set. Changed specification sections can be kept separate from the original manual for the purposes of the sign-off meeting. All changed drawings and specification sections shall be signed/sealed by the responsible design professional.
- (b) Read the PRR item to determine exactly what was found to be noncompliant or incomplete. The BSF uses “canned” phrases in constructing the PRR and usually will highlight (bold) the portions of the canned text to emphasize where the reviewed project documents were found to be deficient. Read the referenced Code text to determine exactly what is required to resolve the issue.
- (c) Be sure to coordinate all corrections throughout the set of construction documents for all disciplines and at all similar locations in the project. The drawing sheet numbers and specification section numbers listed in the PRR are in no way to be construed as a true representation of the actual number of drawings and specification sections requiring a change as a result of the particular PRR comment (coordinate the corrections throughout the set, all disciplines). If the PRR indicates the BSF spot-checked an item, then during the sign-off the BSF will be checking similar items throughout the set for compliance.
- (d) Do not change the numbering of drawing sheets or specification sections. Do not consolidate details to eliminate drawing sheets from the set that was reviewed by the BSF.
- (e) Highlight (i.e., circle, cloud, etc.) specific changes in such a way on the revised prints/specification sections so as not to obscure other information. Place a number (using red ink) corresponding to the PRR item number adjacent to the highlighted area. Highlight and number only for the PRR items with a sign-off. You are also required to highlight any additional changes (not “typos”) described above.
- (f) The lead design professionals are responsible for checking that your consultants have followed the instructions listed herein prior to the sign-off meeting.

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2. THE WRITTEN RESPONSE

- (a) Provide a written response (in sentence structure) to each of the PRR citations/comments (whether the PRR item has a sign-off area below it or not). 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 will usually suffice). The BSF uses “canned” phrases in constructing the PRR and usually will highlight (**bold**) the portions of the canned text to emphasize where the reviewed project documents were found to be deficient.
- (b) The written response is required to explain what corrective action occurred and where it occurred in the documents (listing each drawing sheet and specification section that was “revised”). The drawing sheet numbers and specification section numbers listed in the PRR are in no way to be construed as a true representation of the actual number of drawings and specification sections requiring a change as a result of the particular PRR comment (coordinate the corrections throughout the set, all disciplines). If the PRR comment indicates the item “was spot-checked, check all others”, then you must address this in the response (e.g. “The remainder of the set was checked for coordination with this item and we also revised sheets X, XX, and XXX as a result of this comment”). In the response please list all drawing sheets and specification sections that are shown on the PRR (if no change was required to the listed drawing or specification section then explain why) and list any other related areas in the documents that changed as a result of the review comment (e.g. consultant backgrounds, etc.).
- (c) At the time of the sign-off meeting, only items with long lead times may remain “in progress” (e.g. L.C.C.A., Modification requests, etc.).
- (d) In the interest of time management, if you disagree with an item listed on the PRR or are unsure how to resolve it, you are required to resolve that issue with the reviewer prior to the sign-off meeting. During the sign-off meeting if an item is found to be unresolved due to a “difference of opinion”, or you took no action because you “didn’t know how to resolve that item”, then the meeting will be terminated.
- (e) Any changes (other than “typos”) to the drawings/specifications since the BSF accepted the project for review (that were not required as a result of the PRR) are required to be listed in the written response. List these numbered items after all of the PRR item responses as “miscellaneous coordination changes”, or “miscellaneous budgetary changes”, etc.

3. THE SIGN-OFF MEETING

- (a) Call the reviewer listed on the first page of the PRR to schedule a sign-off meeting for any item that the local officials choose not to sign-off for and any item requiring an SDE Official sign-off (Monday and Tuesday at 9:00 AM are preferable to the BSF). Do not call until you (the lead design professional) have visually confirmed that all of the required changes have been completed per the instructions above (including checking your consultants work).
- (b) The BSF will attempt to secure parking spaces for all vehicles driven to the State Office Building for our meetings. Email lisa.rochester@ct.gov a complete list of all attendees driving a vehicle to the PRR sign-off meeting. Parking is extremely limited so there are no guarantees that a space will be available, please be prepared to utilize alternative (not “free”) parking.
- (c) Any drawings changed will be loosely laid atop the original in the reviewed set. Changed specification sections can be kept separate from the original manual for the purposes of the sign-off meeting. All changed drawings and specification sections shall be signed/sealed by the responsible design professional.
- (d) 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).