



Focus Sheet | EH&S Design Review

Purpose

This focus sheet helps project managers in the Capital Project Office (CPO) work with the UW Environmental Health and Safety department to obtain review and approval for capital projects.

Overview

A project design review program is managed by the Building and Fire Safety Office (BFSO), one of five Offices in the Environmental Health and Safety (EH&S) department. EH&S reviews projects for the following subject matter in a quality assurance role: fire/life safety, laboratory design, industrial ventilation, safe access, environmental protection, hazardous materials, kitchen design, pools/spas and radiation shielding in research and medical diagnostic and treatment. While most of the review is performed by staff in BFSO, other EH&S offices also review projects.

Design Guides

EH&S maintains design guides for use by CPO and consultants. These design guides are available online at <https://www.ehs.washington.edu/fsodesignrev/index.shtm>.

Submittals and Assignments

Project submittals (plans in paper form and specs in paper or electronic) should be delivered to EH&S attention Anne Tschider, Building and Fire Safety Office (BFSO), Box 354400, Hall Health Center, room 406. Reviewers will be assigned upon receipt of a pre-design or a first submittal if no pre-design was developed and PMs notified of assignments. BFSO will also refer to other EH&S offices as appropriate. Project managers should not send a submittal to another person or office unless specifically requested. A completed transmittal sheet must accompany all submittals. Electronic plan submittals are not preferred but will be accepted for very small (< 10 pages) submittals that can be printed and are legible on 8.5 x 11 or 11x 17 inch paper. Include a transmittal sheet and send them to avanv@uw.edu. EH&S does not have the capability to review plans electronically.

Written comments will be provided in 10 business days; five days for Job Order Contract (JOC) and small work roster projects. For projects requiring expedited review, request approval to be formally expedited by all reviewing departments through a written request to Brad Spencer, CPO. If less than 10 days is desired for a typical (non-expedited) project, please make a note on the transmittal sheet requesting a quick turnaround and desired date. Don't refer to these submittals as "expedited."

W UNIVERSITY of WASHINGTON					
Capital Projects Office		Project Manager: John Templin			
Date:	9/4/2009	DesignServ.PM: Alex Wilson			
TO:	EH&S				
Item	Agency/Department	Staff Names (if available)			
1	Campus Engineering**				
2	EH&S	Anne Tschider, Box 354400			
3	UW Technologies				
4	Construction Office				
5	Client Name				
6	Project Manager Name				
7	Planning Group				



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Meetings

Project managers should plan their meetings to be as efficient as possible. A special meeting for all EH&S topics is NOT typically very effective. Table 1 lists the consultants associated with different review topics which may be helpful in planning design review meetings. If a meeting is required prior to EH&S receiving a submittal and reviewers being assigned, contact Mark Murray, Manager, for assignments at mmurray@uw.edu or 206.616.6261.

Table 1

Discipline	EH&S Interest	EH&S Staff
Site/Civil?Landscape	Underground water mains Hydrants/FDC Fire Dept Access/Fire Lanes and Roads Temporary Facilities-Controls Safe Access (window washing and other external maint)	Hinton/Donagan " " " Kelly
Architectural	Egress, Fire Res Construction, Corridor Use, Safety Signage Lab Design (equip, emer washing, layout, surfaces, hazmat stg) Fire Extinguishers Kitchen Design/Pool/Spa Design Radiation Hazmat/compressed gas storage Safe Access (fall protection, window washing)	Hinton/Donagan Kelly Hinton/Donagan Easterberg McGee/Johnson Hinton/Donagan Kelly
Mechanical	Fire Sprinkler/Standpipes/Pumps Gaseous Fire Suppression Lab Design (HVAC, hoods, biosafety cabinets) Smoke Control (fan/damper) Kitchen Exhaust Backflow Protection/Bathroom Fixtures	Hinton/Donagan " Kelly Hinton/Donagan Easterberg "
Electrical	Fire alarm and controlled equipment (elevators, doors, etc.) Emergency lights-signs Emergency Power	Hinton/Donagan " Hinton/Donagan & Kelly
Security	Egress-access	Hinton/Donagan
Commissioning (mech)	Laboratories	Kelly
Environmental	Demolition, Hazardous Materials Disposal Contaminated Soils, UG tanks, Montlake Landfill Storm water	Gallucci McKeown Kogut

Click [here](#) for contact information.

Comment Resolution

Project managers should return review comments to reviewers with written replies or call a meeting to discuss them so that we may record resolution to those comments. Approval will not be provided so please do not seek approval until all significant comments are resolved.

PRB/Director Approval

Project Review Board (PRB) or Director approval must be obtained for projects requiring EH&S review. Issues must be resolved or a strategy developed to resolve them to obtain approval. Project manager should work directly with the EH&S reviewer(s) to resolve outstanding issues.

Requests for EH&S Director Approval should be sent to Jude VanBuren, Director, judev@uw.edu. Approvals will typically be completed by the end of the next business day. Reminders should be made by phone to the Director (206.616.4146) or by phoning the Assistant to the Director Sharon Murphy (206.221.4383). When the Director is away from campus for more than a day the Building and Fire Safety Office Manager, Mark Murray (206.616.6261) is authorized to approve projects.

PRB approval will be done at the PRB meeting by the Director or attending designee.

Questions

Contact Mark Murray, Manager, Building and Fire Safety Office at 206.616.6261.

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