



STEPHEN F. AUSTIN STATE UNIVERSITY

Physical Plant Department

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For email use only

Document Submission Procedures

I. General

The procedures outlined below are intended to,

- Maximize clarity of communications between the university, design, and construction professional,
- Minimize document review turnaround time,
- Reduce environmental impact created by printing and transporting hard-copy documents,
- Submit all documentations required at each project milestone

Transmit all electronic files to SFA in a pre-agreed format, and clearly indicate project milestone on the documents being submitted for review.

II. Electronic Documents

A. Drawings

Publish or export each drawing sheet to PDF and DWG format, where possible. Group sheets into separate files by drawing format and design discipline.

B. Specifications

Publish specifications in searchable, bookmarked PDF format.

C. Narrative, Summary, Compliance Documentation, etc.

Publish specifications in searchable, bookmarked PDF format.

D. Design Reviews

SFA comments will be provided in .xls format showing continuous monitoring of comments. ODR will facilitate user group and technical reviews of design submissions.

III. Submission Milestones

Submit substantially complete documentation of the work required in each phase for Owner review at each submission milestone listed below.

Provide each Electronic files and number of printed sets as defined in the contract or directed by ODR. Written approval is required at each milestone to move forward.

- A. **Initial Concept/ Programming**
 - Documentation and review periods as defined in the contract or directed by ODR.
- B. **Schematic Design**
 - Submit electronic files three (3) days prior to the agreed upon milestone.
 - Allow seven (7) calendar days for owner technical review.
 - Submit corrected documentation within three (3) days of receipt of owner's comments.
 - Allow three (3) days for owner back check of review comments.
- C. **Design Development**
 - Submit electronic files three (3) days prior to the agreed upon milestone.
 - Allow ten (10) calendar days for owner technical review.
 - Submit corrected documentation within five (5) days of receipt of owner's comments.
 - Allow five (5) days for owner back check of review comments.
- D. **Construction Documents**
 - Submit electronic files three (3) days prior to the agreed upon milestone.
 - Allow ten (10) calendar days for owner technical review.
 - Submit corrected documentation within five (5) days of receipt of owner's comments.
 - Allow five (5) days for owner back check of review comments.

Individual project requirements (as determined by ODR) may dictate the need for fewer or additional submissions and submission format changes.