

## Construction Design Review Sheet

Town Construction Project: \_\_\_\_\_

Lead Department: \_\_\_\_\_ Lead Department Project Coordinator: \_\_\_\_\_

**Directions:**

1) The lead department will identify the departments required to review the drawings and specifications for this project by placing a "X" beside the appropriate department.

2) The lead department project coordinator will insure that all departments identified will complete the necessary amount of reviews by having that person sign and date this form each time a review is performed by that specific department. A review will need to be performed each time changes are made following that departments review. (In most cases only one review will be necessary.)

3) The lead department will present the completed form upon delivery of the approved drawings and specifications to the purchasing department for bidding where it will remain with the project/bid file.

_____ ENGINEERING	1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____	
_____ FIRE -Fire Marshall	1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____	
_____ CONSTRUCTION CODES	1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____	
_____ PUBLIC SERVICES -Public Utilities  -Public Works	1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____  1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____	
_____ FINANCE -Purchasing -Computer Support	1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____	
_____ ADMINISTRATION -Town Project Coordinator  -Assist. Town Administrator -Town Administrator	1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____  1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____	
_____ PARKS AND RECREATION	1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____	
_____ POLICE DEPARTMENT	1st Review performed by: _____ Date: _____ 2nd Review performed by: _____ Date: _____ 3rd Review performed by: _____ Date: _____	

Date Submitted to Purchasing Department for Bidding: \_\_\_\_\_

Purchasing Department Personnel Receiving Documents: \_\_\_\_\_