Joint Review of Building Projects

Near the completion of a building project, the Structure Representative should arrange for a joint review of the project with representatives of other organizations who have a vested interest in the facility. The purpose of this review is to accomplish the following:

1) Review the operation of the facility.

2) Inform the Maintenance Regional Manager or the operators of the facility of the beginning date of the one year guarantee period and who to contact for guarantee work (this should also be covered in the transmittal letter required in Bridge Construction Memo 132-3.0).

3) Discuss manufacture's warranties, service instructions, etc.

4) Discuss work that may be required after contract acceptance.

5) Review all design features that should be handled differently on future projects. These features should also be noted in the comprehensive letter which gives suggestions for improving the design or construction of building projects. (Refer to Bridge Construction Memo 2-8.0.)

The Structure Representative should arrange for the following to attend the review:

1) Maintenance Regional Manager or his representative for building projects which will be operated and maintained by State Maintenance forces.

2) A representative of the organization that will be operating and maintaining the facility for building projects not operated and maintained by State Maintenance forces.

3) The project architect. The Architect will arrange for Headquarters representation at the review in accordance with instruction in the Transportation Architecture Manual (See Attachment No. 1).

At his discretion, the Area Bridge Construction Engineer may determine that minor construction projects do not warrant this joint review. Routine projects having a value under $35,000 such as Minor B contracts would fall into this category. If the review is not held, it is still required that input is obtained from Structure Design and that the appropriate people are informed about the operation of the facility and about the guarantee provisions and who to contact for guarantee work.
It is important that the Maintenance Regional Manager be kept informed regarding job progress on building projects which will be operated and maintained by State Maintenance forces. Therefore, he should be contacted prior to the start of the project work and encouraged to make periodic visits to the job site as the work progresses.
MEMO TO ARCHITECTS:

The attached Bridge Construction Memo 132-2.0 outlines a joint review upon completion of building projects. The Architect shall arrange for headquarters representation at this review. Typical representation would be:

Office of Business Management (OBM) Projects

- Architect
- Structures M & E Engineer(s)
- OBM or H.Q. Maintenance Representation

Safety Roadside Rest Areas

- Architect
- Structures M & E Engineer(s)
- Landscape Architect
- Sanitary Engineer
- H.Q. Maintenance Representation

Truck Weight & Inspection Stations

- Architect
- Structures M & E Engineer(s)
- CHP Representative
- Interagency Liaison with the CHP
- H.Q. Maintenance Representation

Also attached is Bridge Construction Memo 132-3.0 that gives background on parts lists, service instructions, manufacturer's warranties and operating and maintenance instructions.

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Attachment