



Campus Services Capital Project Review Process & Green Building Standards Deliverables Submittal Process

Campus Services has a consolidated capital project review process that coordinates drawing and specification review across all Campus Services' departments, as well as deliverables associated with Harvard's Green Building Standards. This streamlined process provides a single point of contact that coordinates comments from all departments (Engineering & Utilities, Facilities Maintenance Operations, Green Building Services, Environmental Health & Safety, and as applicable, Transportation Services, Office for Sustainability, Real Estate, and Dining Services) into a single spreadsheet that is returned to the project manager. Please note that this process is specifically for document submittal and/or review and is not intended to replace direct, regular communication between individual departments/specialists and project managers/teams as required throughout the course of a capital project.

Campus Services Capital Project Review Process

The project manager is responsible for ensuring that drawings are submitted as they are issued at each phase of design (i.e. SD, DD, CD), that Campus Services' review comments are addressed and responded to in a timely fashion, and that all conflicts and/or open items are resolved prior to equipment procurement and construction.

Meetings

- An initial meeting to review the project scope is required *for all projects greater than \$5 million*, with the project team and department leads in E&U, GBS, FMO, EH&S, and if applicable, others. Additionally, project managers should schedule these meetings at each major design milestone to review the design team's responses to Campus Services' comments. Please contact the *Campus Services Administrative Coordinator* to schedule these meetings. Contact information is provided at the end of this document.

Drawing and Specifications Review

- *At each phase of design for all projects*, the project manager should send (2) sets of hard copies ((1) full size copy and (1) half size copy) and a link to electronic drawings and specifications to the *Campus Services Administrative Coordinator*. The documents will be distributed as follows: E&U/GBS, FMO-Fire, EH&S. If the project includes transportation infrastructure, dining facilities, or is a new acquisition, additional hard copies may be requested.
- The *Campus Services Administrative Coordinator* will confirm the anticipated date that comments will be returned. **The minimum comment review period is 2 weeks from receipt of drawings, so project managers should plan accordingly.**
- The *Campus Services Administrative Coordinator* will email the set of compiled comments in a standard Campus Services comments spreadsheet to the project manager and will provide a copy to Campus Services department leads.
- Within 2 weeks, the project manager should collect written responses to each comment from the design team, enter responses into the Campus Services comment spreadsheet, and return the document to the *Campus Services Administrative Coordinator*, who will distribute the comments to the Campus Services department leads. Specific questions should be directed to the department leads identified in the contacts section of this document.

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Green Building Standards Deliverables Submittal Process

The project manager is responsible for ensuring that Harvard's Green Building Standards are met, including the timely submittal of all associated deliverables. Both the Standards and associated deliverables documentation can be found at <http://green.harvard.edu/topics/green-buildings/green-building-standards>.

The Green Building Standards Documentation Cover Sheet and associated deliverables for Tier 1, Tier 2A, and Tier 2B projects are to be submitted at each phase of design (i.e. SD, DD, CD) in conjunction with the submittal of project drawings and specifications for the *Campus Services Capital Project Review Process*. Tier 2C, 3, and 4 projects are not required to submit any documentation for review.

The cover sheet defines which submittals are required at each phase. If for some reason there isn't an associated submittal for the *Campus Services Capital Project Review* in every phase, it is the responsibility of the project manager to ensure all Green Building Standards deliverables are submitted at the appropriate time. All submittals are to be in electronic format.

Any questions or comments on the deliverables will be included in the consolidated comment spreadsheet associated with the *Campus Services Capital Project Review Process*. Additional questions and comments associated with the Green Building Standards may be submitted to the project manager independently. The project manager is responsible for responding to all questions and comments on the deliverables in a timely fashion. Any questions on the deliverables themselves can be directed to the Green Building Services contacts provided at the end of this document.

Contacts

Campus Services Administrative Coordinator

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Engineering & Utilities

Bob Manning, Director
Joe Migliosi, Engineering Manager

Green Building Services

Joel McKellar, Associate Director
Michael Swenson, Program Manager

Facilities Maintenance Operations

Jeff Smith, Director
Tony Ragucci, Associate Director

Transportation Services

John Nolan, Managing Director

Environmental Health & Safety

Bill VanSchalkwyk, Managing Director
Kelly McQueeney, Associate Director

Office for Sustainability

Heather Henriksen, Director

Dining Services

Bob Leandro, Director for Operations and Facilities

Real Estate

Carolee Hill, Managing Director