Double vertical lines in the margin indicate areas of material change since the October 1997 edition.

PROJECT APPENDIX A - 4

LOCALLY FUNDED, K - 12 PUBLIC SCHOOLS

SUMMARY OF STANDARD DOCUMENTS AND PROCEDURES FOR BUILDING CONSTRUCTION & IMPROVEMENT PROJECTS

M THESE PROJECTS REQUIRE FULL PLAN AND SPECIFICATION REVIEW IN ACCORDANCE WITH CHAPTER 3. USE ABC Form B-1: TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS, WHEN SUBMITTING DESIGN DOCUMENTS FOR REVIEW.

M THESE PROJECTS ALSO REQUIRE PLAN REVIEW BY THE STATE SCHOOL ARCHITECT. CONTACT THAT OFFICE FOR INSTRUCTIONS.

M THESE PROJECTS ARE NOT ADMINISTERED BY THE ABC; THEREFORE, THE REQUIREMENTS AND PROCEDURES OF CHAPTERS 4, 5, 6, AND 7 **DO NOT APPLY.**

M THE ABC INSPECTS LOCALLY FUNDED, K-12 PROJECTS; THEREFORE, THE REQUIREMENTS AND PROCEDURES OF CHAPTER 8 APPLY. USE ABC Form B-10, STATEMENT of FIELD OBSERVATIONS.

M **UNIFORM DOCUMENTS AND STANDARD FORMS:** THE STATE DEPARTMENT OF EDUCATION (SDE) HAS ADOPTED THE ABC'S UNIFORM DOCUMENTS AND STANDARD FORMS IN APPENDIXES B AND C REFER TO THE SDE'S PROCEDURES FOR THEIR APPLICATION.

M THE **BC PROJECT NUMBER MUST BE USED** WHEN MAKING INQUIRIES OR DOCUMENT SUBMITTALS IN ORDER TO PROPERLY IDENTIFY THE PROJECT.

M WITH THE EXCEPTION OF PLANS AND SPECIFICATIONS, THE FOLLOWING IS REQUIRED OF DOCUMENTS SUBMITTED TO THE ABC:

1. Submit original documents - no carbon copies.
2. Do not highlight text. Highlighted text does not produce a good scanned image.
3. Preferably, submit only letter size (8½ X 11) documents.
4. Preferably, send only one-sided documents.

TYPICAL ROUTING OF DESIGN DOCUMENTS DURING PLAN REVIEW

All submissions of design documents must be transmitted using ABC Form B-1: TRANSMITTAL of PLANS and/or SPECIFICATIONS.

1. DESIGN PROFESSIONAL

a. PREPARES DESIGN-BID DOCUMENTS (SCHEMATIC) (PRELIMINARY) (FINAL)
b. REVIEWS EACH LEVEL OF DESIGN WITH LOCAL EDUCATION AUTHORITY (LEA) FOR APPROVAL PER O/A AGREEMENT
c. SUBMITS EACH LEVEL OF DESIGN-BID DOCUMENTS TO ABC AND SDE FOR REVIEW AND APPROVAL
d. SUBMITS "FINAL" DESIGN DOCUMENTS TO OTHER REVIEWING AGENCIES (DEPT. OF PUBLIC HEALTH, etc.) CONCURRENTLY WITH SUBMISSION TO ABC & SDE

2. STATE DEPARTMENT OF EDUCATION (STATE SCHOOL ARCHITECT)

a. REVIEWS EACH LEVEL OF DESIGN/BID DOCUMENTS FOR COMPLIANCE WITH SDE REQUIREMENTS
b. NOTIFIES DESIGN PROFESSIONAL, LEA, AND ABC OF REVIEW COMMENTS

3. ALABAMA BUILDING COMMISSION

a. REVIEWS EACH LEVEL OF DESIGN FOR COMPLIANCE WITH CODE AND ABC REQUIREMENTS
b. CONFIRMS APPROVAL OR REJECTION WITH A "PROJECT COMMENT LETTER" TO THE DESIGN PROFESSIONAL AND LEA
c. RETAINS SCHEMATIC & PRELIMINARY SUBMISSIONS UNTIL FINAL SUBMISSION IS APPROVED: RETAINS APPROVED, FINAL SUBMISSION AS A PART OF THE PROJECT

4. DESIGN PROFESSIONAL

a. ADDRESSES REVIEW COMMENTS BY ABC & SDE, ADVANCING TO THE NEXT LEVEL OF DESIGN/ UNTIL APPROVAL OF FINAL SUBMISSION IS OBTAINED
b. UPON OBTAINING APPROVAL OF FINAL SUBMISSION, FOLLOWS SDE's PROCEDURES FOR ADVERTISING AND RECEIVING BIDS.