

# HARVARD

## CAMPUS SERVICES



### **Campus Services Capital Project Review Process**

Campus Services has a consolidated capital project review process that coordinates drawing and specification distribution and review across the Campus Services and Harvard University Information Technology (HUIT) organizations, and outlines the submittal process associated with Harvard's Green Building Standards. Additional details are provided below.

Please note that these processes are specifically for document submittal and/or review and are 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 Review**

This streamlined process provides a single point of contact that coordinates comments from all Campus Services 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. The project manager is responsible for ensuring that drawings and specifications 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**

For all projects greater than \$5 million, an initial meeting to review the project scope is recommended with the project team and department leads in E&U, GBS, FMO, EH&S and other departments where applicable. It is also recommended that project managers schedule these meetings with Campus Services at each major design milestone to review the design team's responses to Campus Services' comments. Please contact the Campus Services Administrative Coordinator to coordinate scheduling these meetings (contact information is provided on page three of this document).

#### **Drawing and Specifications Review**

At each phase of design for all projects, the project manager should send two (2) sets of hard copies (one [1] full size copy, one [1] half size copy, and two [2] copies of the specifications) 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, EH&S, Transportation, OFS, Dining Services, Real Estate, and HUIT.

Once all project materials are received, the Campus Services Administrative Coordinator will confirm the anticipated date that Campus Services comments will be returned. The minimum review period is ten (10) business days from receipt of all materials, 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.

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Within two weeks of initial receipt of comments, 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 at the end of this document.

## **Harvard University Information Technology Review**

Project documents (drawings and specifications) will be distributed to three groups within HUIT (Networking/IT Infrastructure, Voice Services, and Operational Technologies) to facilitate their awareness and support of capital projects. HUIT groups will contact the project manager directly with any questions, and also provide separate comments directly to the project manager. Project managers should expect to be contacted by HUIT groups within approximately two weeks (10 business days) after receipt of project materials.

## **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, Tier 3, and Tier 4 projects are not required to submit any documentation for review.

The cover sheet defines which submittals are required at each phase. If 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 contact on page three of this document.

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### Contacts

#### Campus Services Administrative Coordinator

Ruth Hegarty  
46 Blackstone Street  
Cambridge, MA 02139  
617.496.7991  
[ruth\\_hegarty@harvard.edu](mailto:ruth_hegarty@harvard.edu)

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#### Campus Services

##### **Engineering & Utilities**

Bob Manning, Director  
Joe Migliosi, Engineering Manager

##### **Green Building Services**

Suzanne Robinson, Associate Director

##### **Facilities Maintenance Operations**

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**

Sean Caron, Managing Director

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#### HUIT

##### **Operational Technologies**

Ben Gaucherin, Director, Information Security  
Eric D'Souza, Sr. Project Mgr, IT Planning Initiatives

##### **Voice Services**

Jennifer Theodos, Product Manager, Voice Services  
Lynda Caines, Unified Communications Service Mgr

##### **Networking/IT Infrastructure**

John Reardon, Director, Infrastructure Operations  
James Booth, Director of Campus Network  
Engineering and Infrastructure Security