



Paperless / Electronic Plan Submission Guidance Document GaDOE Facility Services Unit

Design Professional may choose to submit drawings and specifications to the GaDOE Facilities for review using the method prescribed herein or may choose to submit printed copies per the Submission Guideline.

The Design Profession shall make a request for review of the project by sending an email request to facilities@doe.k12.ga.us.

This email address is for the submission of all documents for review as is currently required by the GaDOE Submission Guideline for the respective submittal stages. No other type of communication shall be sent to this email address as this email address is for the submission design documents for review only.

Communications sent to this email address that are not in keeping with this submission process shall be deleted without notice to the party making the submission. Question and concerns shall be directed to our office by calling 404-656-2454, or to the appropriate GaDOE staff person general email account.

If all required documentation is not included in the submission request for review, the submitting party shall first see the “Oops” section of this document and or contact GaDOE Facility Services Unit via phone for instructions or through email correspondence via the appropriate GaDOE staff person general email account.

The Design Professional shall include in the email submission, a link to the file share system of their choice with all necessary instructions for accessing the file share system for download of documents for review.

The Design Professional shall make **no** request for an expedited review as part of the submission. No special favor will be given to any submission over submissions currently in the queue.

Each project shall be submitted as a single email submission request.

Projects may be submitted as a group only when such grouping is part of the School District Capital Outlay Program and the specifications are written as one document that covers all facilities in the grouping, and where one set of drawings is created for the work. It may be wise to consult with a GaDOE Facilities Service before making this type of submission.

Structure of The Email Request

1. Email Subject line for single project submission:

a. Email Subject Line must include:

School District Name; Facility Name; Review Type (Preliminary, Preliminary Re-Submission, Check Set, Final, or Final with Exception taken)

b. No scope descriptive language as shown in the example below is to be part of the subject line.

Example: Excellent School District; Renovation and Addition to Excellent Middle School; Review Type; Review Staff Person (G Snapp or G Williams)

c. For Check Set and Final Review Only, the subject line shall include the first initial and last name of the staff member that performed the Preliminary Review and shall be as follows:

School District Name; Facility Name; Review Type (Check Set or Final); Review Staff Person (G Snapp or G Williams)

2. Body of the email single submission.

The body of the email shall contain clear and concise language of, and the link to the file share system.

Do not attach drawings files, or any other files containing information required by the submission guide to the email submission request. Such email maybe deleted without notice to the individual making the request for a review.

3. Subject Line for **multiple project bundle**:

a. Email Subject Line must include:

School District Name; Project Bundle Title; Review Type (Preliminary; Preliminary Resubmission, Check Set, Final, or Final with Exception taken)

b. See Subject line for Check Set and Final Approval above, article 1, b.

4. Body of the email for bundled projects:

The body of the email shall contain clear and concise language of and the link to the file share system.

A listing of each facility in the Bundle:

Elementary School
Middle School
High School
Etc.

5. Notification of receipt of Submission Request

An automatic reply will be sent acknowledging the submission. This acknowledgement does by **no means**, mean that the review of the submission has begun (the submission is now added to those currently in the “**queue**”).

6. Notification of the Start of the Review of submitted plans.

GaDOE Plan Review Staff will make every effort to notify the Design Professional that the review has begun. Design Professional may request an update on the review status of a submitted project by contacting GaDOE Facilities at 404-656-2454 or the appropriate GaDOE staff person email account. No email shall be sent to the submission email account for a review status update on any submitted project.

Monitoring of the Plan Submission Email Account

The email account is monitored periodically throughout each day.

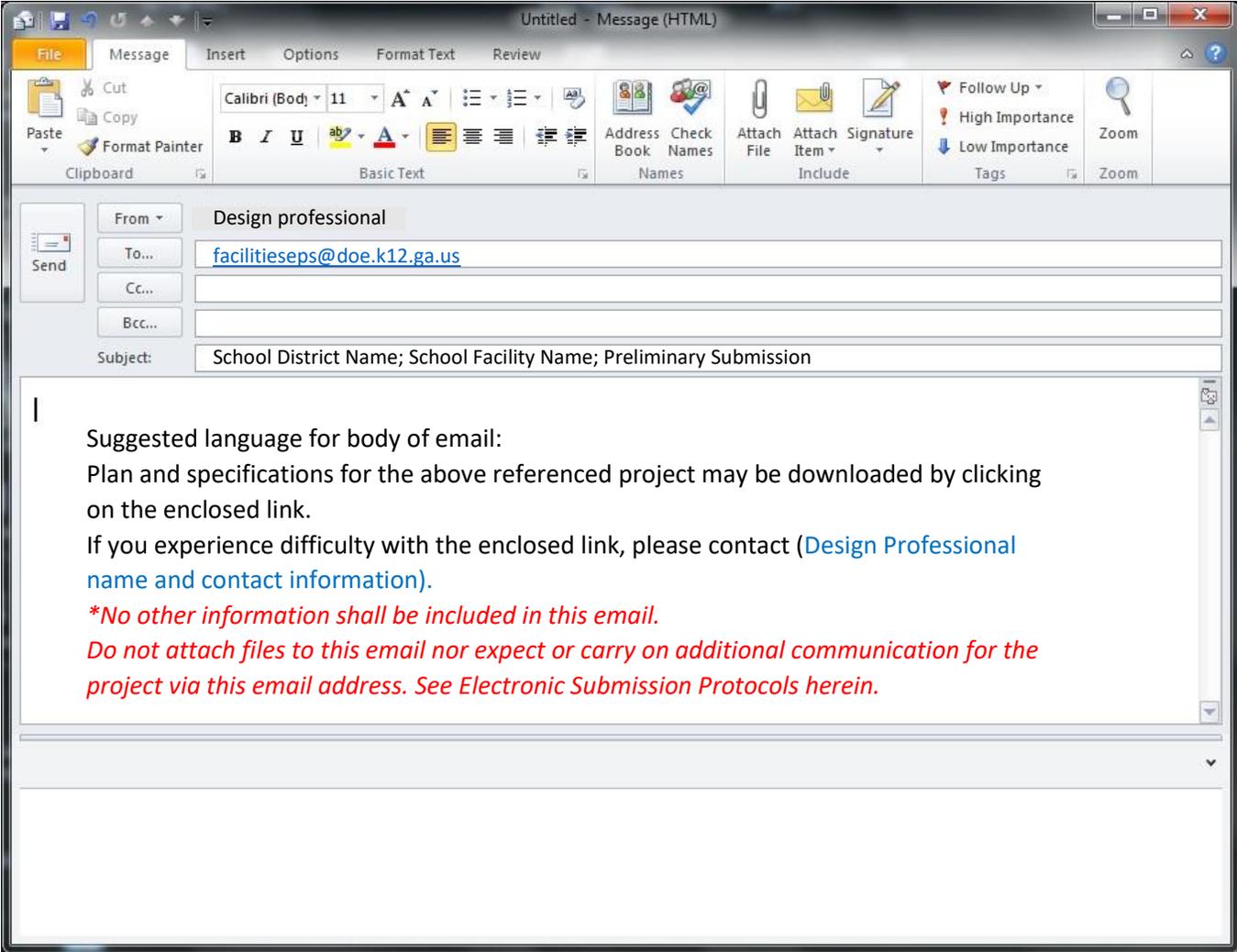
Required Documents for Submission of Plan and Specifications for Review

Documents submitted for review using this paperless process shall follow the requirement herein and shall refer also to the GaDOE “Guideline for Submission of Documents for Review of Planning, Bidding, and Construction of Educational Facilities” housed on the GaDOE Facility Services Webpage at this link.

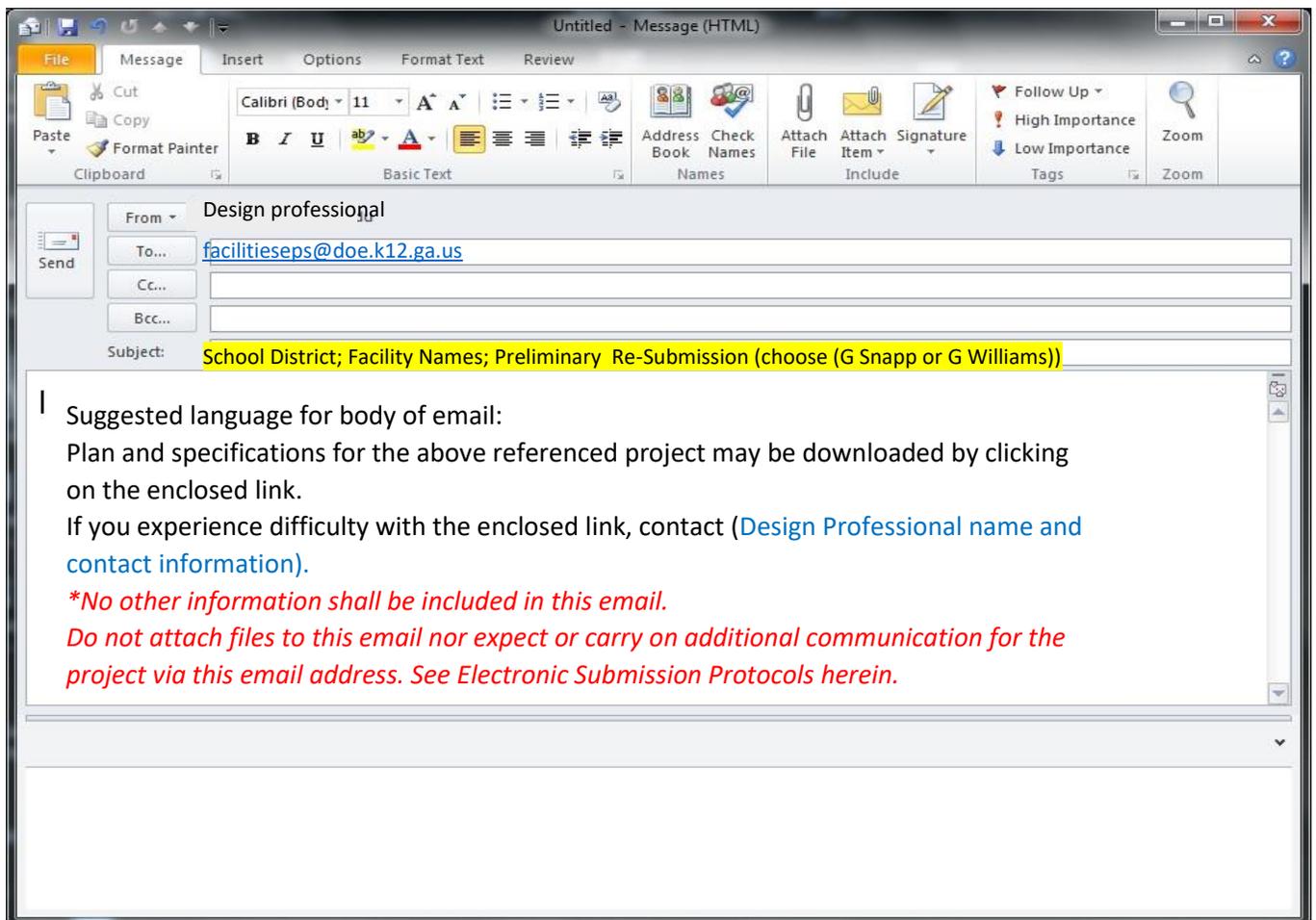
<http://www.gadoe.org/Finance-and-Business-Operations/Facilities-Services/Pages/Facilities-Services-Resources.aspx>

Examples of the email Submission Request Page

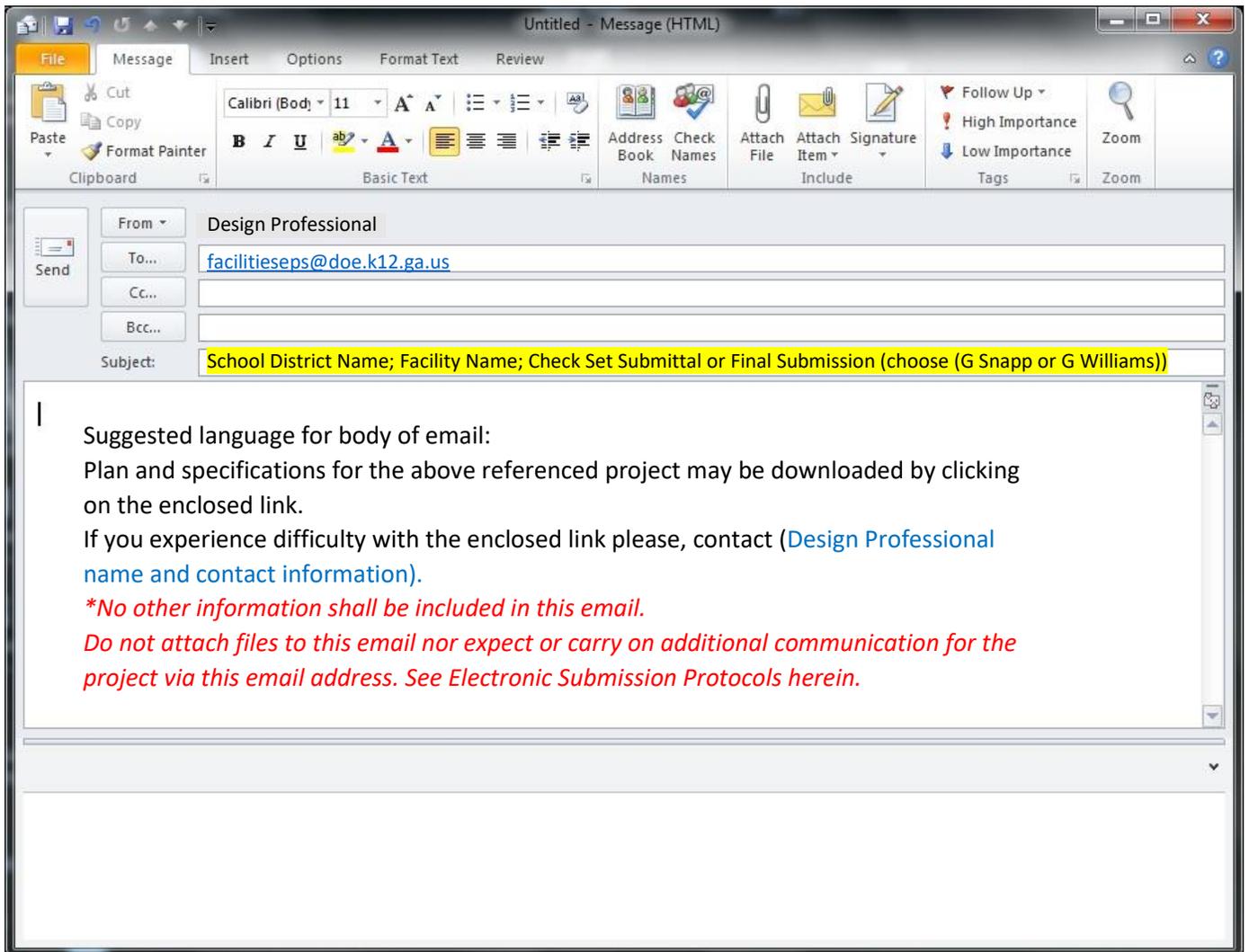
Preliminary Submission email



Re-Submission email

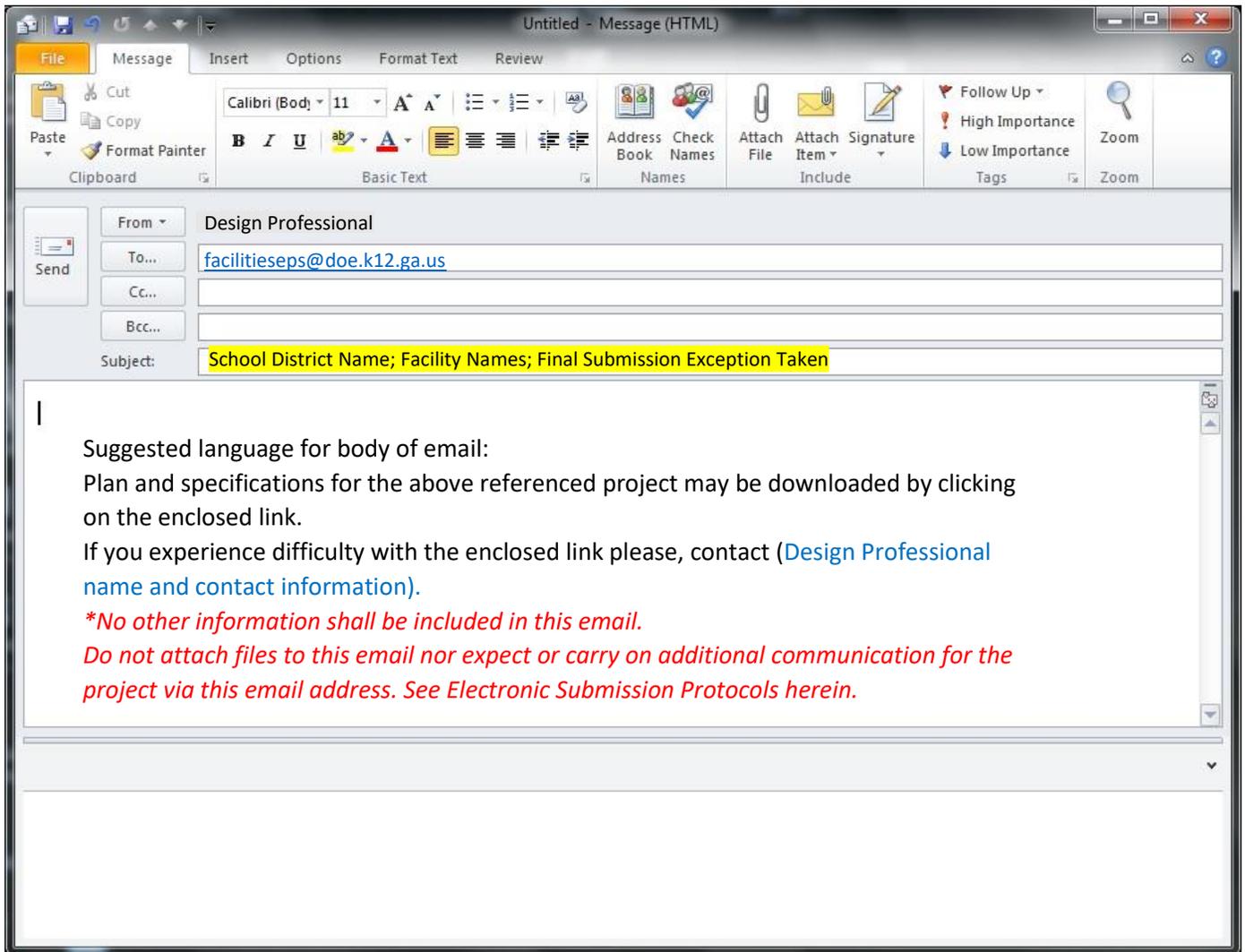


Check Set and Final Submission email:

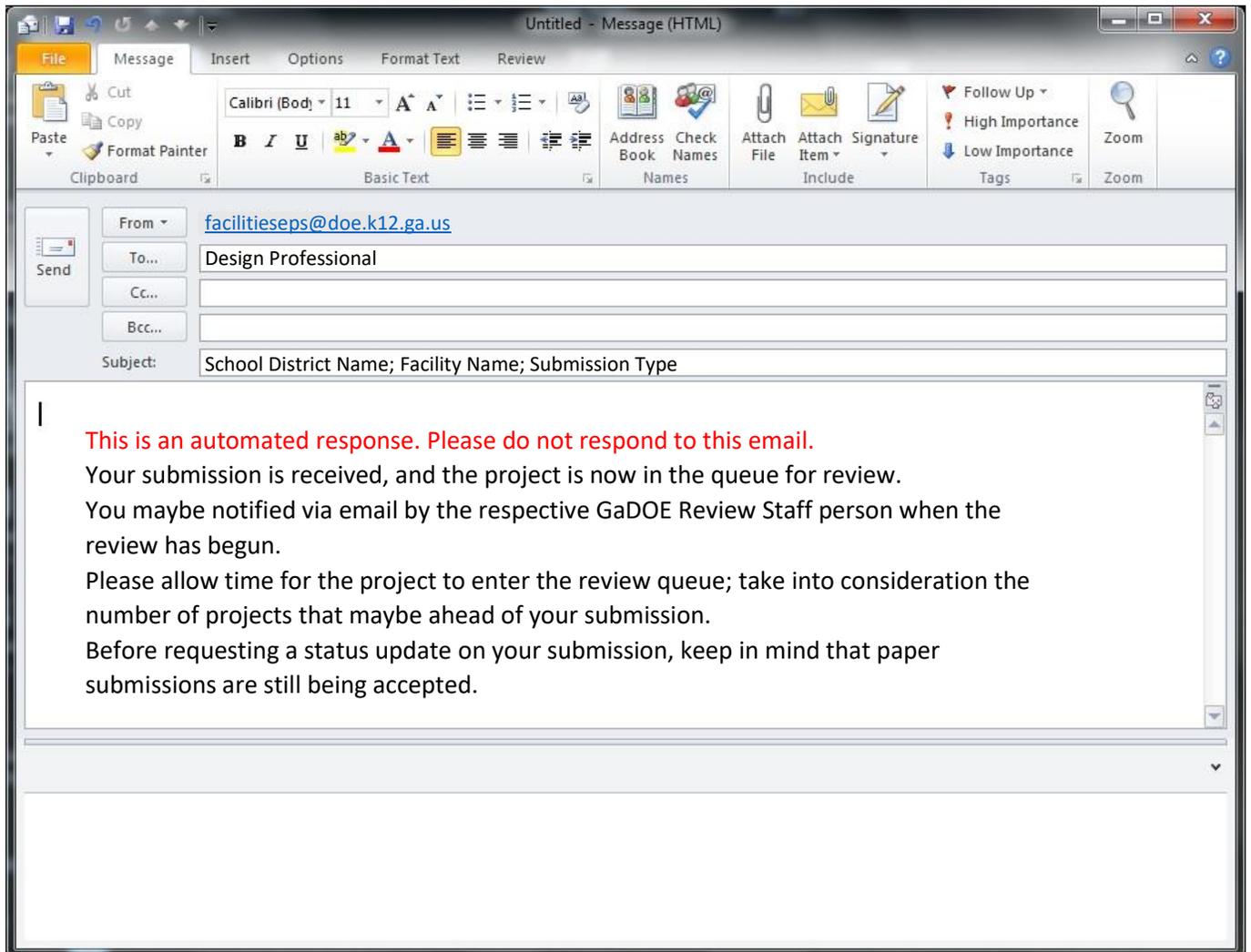


Final Submission Exception taken:

When submitting document for review where an approval to the exception of the Preliminary and Check Set submittal stages have been issued, follow the instruction below for filling out the email subject line.



Submission Acknowledgement Email Sample.



Incorrect Submission of documents

Submissions that do not follow these guidelines may not be reviewed and may be remove from the queue.

A notification will be sent to the submitting party with an explanation of the incorrect submission, putting the submitting party on notice that the project may or may not require re-submission in accordance with this document.

It will not be the responsibility of GaDOE Facilities Review Staff to continue to notify repeat offenders of incorrect submissions of projects for review.

Document Submission

The submission of documents for review for each submittal stage shall be as noted for paperless submission.

Where the design professional has chosen to make the submission using printed/hard copies, the design professional shall follow the GaDOE Submission guideline. The following will not apply when submitting printed/hard copies.

Preliminary Submission

The following documents are required for each submission stage except where noted differently.

All PDF documents shall use naming conventions that is consistent across all documents unless otherwise instructed differently herein.

Please do not use the naming or numbering assigned to the document from the scanning device used to create the PDF document.

The names described below in “underline” type, should be used for these required documents.

- a. Architect’ letter of transmittal.
- b. Copy of the Construction Delivery Method (CDML) on school district letter head.
- c. GaDOE Project Data Sheet
- d. Design documents for review
- e. No LFP Drawing should be submitted as part of the Preliminary Submission.

The above documents maybe combined into one document. If so, use the naming convention of (Architect’s Letter of Transmittal; Preliminary Submission).

Required Drawings:

1. Site Plan.
2. Over all Floor Plan.
3. Floor Plan of new work.
4. Enlarged plans of spaces such as (but not limited to) the Kitchen, Media Center, CTAE Labs, Science Classrooms, General Classrooms, shall be as required to clearly describe the scope of work within the space (*note loose leaf sheets as called for in the GaDOE Guideline for Preliminary Review is not required with the paperless submission*).
5. Exterior and Exterior Elevations shall be as is required by the design/scope of work.
6. Wall Sections and details shall be as required to convey the general understanding of the construction. Exhaustive detailing is not required.

The **drawings scale** shall be as is appropriate for the drawings, and must ensure that all information is clear, legible, and readable.

The preliminary PDF documents shall be individual sheet/files for required drawings.

Site plan maybe omitted if and only if the scope of work planned does not include exterior work such as canopies, walkways, building addition, revision of the parking when part of interior work, plumbing related matter and the like when part of interior work.

Where the scope of work requires extensive demolition and modifications to the building(s), submit an existing floor plan showing all existing conditions with rooms named, and one floor for new renovations and modification work.

Where the scope of work is an addition. The design professional shall include as part of the preliminary submittal, an over-all floor plan of the existing building(s), all levels with all room names shown. The existing floor plan maybe part of the new addition drawings rather than a separate drawing(s); in all cases the existing portions of the building floor plan drawing must show room names of all instructional spaces.

Check Set Submission

- a. Architect's Letter of transmittal.
- b. Project Data Sheet
- c. Copy of the Preliminary Approval letter (which must include cover page) with the architect's response.

The above documents maybe combined into one document. If so, use the naming convention of (Architect's Letter of Transmittal; Check Set Submission).

Required Drawings:

Shall be as called for in the GaDOE Submission Guideline.

All drawings submitted for Check Set Review shall be a combined document set. Same shall be true for the specification. Loose sheets of drawings and specifications is not required.

Final Submission

- a. Architect letter of transmittal
- b. Project Data Sheet
- c. Copy of Check Approval letter (must include the cover page) with architect's response to comments.

The above documents maybe combined into one document. If so, use the naming convention of (Architect's Letter of Transmittal; Final Submission).

Required Drawings

Final drawings shall be as require in the GaDOE Submission Guidelines.

- a. Include the LFP Drawing as is noted in the check set approval comments and as is called for in the submission guideline.
- b. Drawings and specifications shall bear the seal and signature of the design team as required by the GaDOE guideline for final submission.

All drawings submitted for Final Review shall be a combined document set. Same shall be true for the specification. Loose sheets of drawings and specifications is not acceptable and maybe the basis for a re-submission of the project for review.

Final Submission; Exception Taken

- a. Architect's letter of transmittal.
- b. Project Data Sheet.
- c. Copy of the Construction Delivery Method letter on school district letter head.
- d. Copy of the GaDOE approval letter to the request for the is exception.

The above documents maybe combined into one document. If so, use the naming convention of (Architect's Letter of Transmittal; Final Submission; Exception taken).

Project Manual/Specifications

The project manual must contain Division 00 for the respective construction delivery method. No **final approval** will be issued if this section is omitted.

Division 00 may be submitted under separate cover but is not preferred.

OOPS!!!!!!!!!!!!!!

If you realize that all required information was not part of the package of documents submitted for a review, please do the following.

Do not make a new request for review to add the missing information.

If the realization is discovered just moments after the request was submitted, simply go to your file share system and upload the missing document.

If more than a few hours have lapsed, or a day, call a GaDOE Facility Service Plan Review Staff person and confirm whether the review has begun (if you have not been notified of such). If the review has not begun, make the correction by uploading documents onto your file share system.

If your file share system does not allow you to add files after the fact, please contact one of the Review Staff before taking any action to send a new request.

If the review has begun, contact a GaDOE Review Staff Person, follow their instructions for how to best transmit the missing information.

You may contact the review staff person via email at the staff person's general email address or by phone. **Do not** attempt to communicate with GaDOE Staff personnel via the "Facilities EPS" email address.