

APPENDIX X - DISTRIBUTION OF DRAWINGS AND SPECIFICATIONS TO THE UNIVERSITY

(For projects in Duluth, use alternate Appendix MM)

The A/E shall submit the project documents to the university for review at the completion of each design phase. The A/E shall provide the documents in paper/hard copy format as noted below on the chart, and also shall provide drawings and documents in AutoCAD format electronically on a CD-ROM to John Cook/Central Project Support/Facilities Management. All of the university departments listed below are to receive a paper/hard copy of the project plans and project manual in the quantities as noted. A transmittal shall be sent with each set of documents distributed, and is to note the Project Manager/Owner's Representative for the project. Note the project phase (schematic, design development, etc.) on each of your transmittals. **Send copies of each of your transmittals to the Project Manager/Owner's Representative.** The owner's representative shall advise document recipients of any deadlines for review comments.

In addition to the departments/individuals receiving documents according to this Appendix X distribution matrix, the following departments can use a central university plan room for paper document review. If directed by the University Project Manager, groups listed in color are Unifier users, and may have documents sent directly to them in Unifier Plan Reviews (when multiple Unifier users are listed, follow the direction of the University Project Manager)...

BSAC, (Unifier User: Robert Uphus)

Campus Security, (Unifier User: Robert Janoski)

Elevator Shop, (Unifier User: Patty Erickson)

Energy Management, (Unifier Users: Al Mangnuson, Jay Denny, Jennifer Pierson [**cc: only**], Jerome Malquist [**cc: only**], Mike Grimstad, Nirmal Jain, Scott McCord, and Tom Moran)

Facility Support – Waste Management,

CPPM Planning and Architecture, (Unifier Users: James Litsheim and Dean Carlson)

Purchasing, (Unifier User: Chip Foster [**cc: only**])

and **University Landcare** (Unifier Users: Thomas Ritzer and Chad Schmidt)

(Number of Copies by Phase)

University of Minnesota Departments Document Distribution	Feasibility Study	Site Surveys, etc.	Phase I and II Environmental Studies, Contingency Action Plans, etc.	Program/Pre-design	Schematic Design	Design Development	Pre-Bid Review Contract Documents	Contract Documents as Issued for Bid	Addendum	Construction Meeting Minutes	RFI's, CCD's, ASIs, etc.	Shop Drawings	O and M Manuals	Record Set/As Builts
Building Code Official, Merwyn Larson, Building Code Division, 270 Donhowe Building, 319 15th Avenue S.E., Minneapolis, MN 55455; Phone: (612) 625-6845, Fax: (612) 625-6667, email: lars3320@umn.edu (Note: Contract documents and addendum must be signed sets for the Building Code Official) Not currently Unifier Users: If this project is in Unifier, Send Paper Documents								2	2	1	1			
Central Project Support/Facilities Management, John Cook, Records, SB-3 Donhowe Building, 319 15th Avenue S.E., Minneapolis, MN 55455; Phone: (612) 625-6537, Fax: (612) 626-5096, email: cookx075@umn.edu (Note: Contract documents and addendum must be signed sets for Central Project Support. Contract documents for Bid and Record Set/As Builts must be mylar.) Unifier User: John Cook and Al Mattson (cc: only)	1	1	1	1	1	1	1	1	1			1	1	1
Commissioning Agent(s)/Special Inspector(s)/Third Party Reviewer(s) (when directed by the Project Manager/Owner's Representative)				1	1	1	1	1	1	1	1	1	1	
Office of Space Mgmt, Ray Voelker, 400 Donhowe Bldg; 319 15 th Ave SE, M'pls, MN 55455; Ph. 612-625-2881, Fax. 612-625-0770, email. rvoelker@umn.edu Not currently Unifier Users: If this project is in Unifier, Send Paper Documents	1			1	1									1
CPPM & FM Purchasing, Denis Larson, 400 Donhowe Building, 319 15 th Ave SE, Minneapolis, MN 55455; Phone: (612) 625-5554, Fax: (612) 624-5796, e-mail: d-lars@umn.edu (Note: M denotes Project Manual only, do not send plans) Unifier User: Chip Foster (cc: only)								1 M						
CPPM Planning & Architecture, James Litsheim, 400 Donhowe Building, 319 15 th Ave SE, Minneapolis, Mn 55455; Phone: (612) 624-4359, Fax: (612) 625-0770, e-mail: litsh002@umn.edu Unifier User: James Litsheim	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Disability Services, Roberta Juarez, University Gateway Center, Suite 180, 200 Oak Street S.E., Minneapolis, MN 55455-2002; Phone: (612) 624-1801, Fax: (612) 626-9654, email: juare002@umn.edu (Note: P denotes project plans only. Do not send project manual.) Unifier User: Roberta Juarez				1	1	1P	1P	1P						
Environmental Health and Safety, Mike Austin, W-140 Boynton Health Service, 410 Church Street S.E., Minneapolis, MN 55455; Phone: (612) 626-6436, Fax: (612) 624-1949, email: austi001@umn.edu Unifier Users (send to all): Mike Austin, Neil Carlson, Dawn Errede, Janet Dalglish, Van-Anh T Tang			1	1	1	1	1	1	1	1	1			

University of Minnesota Departments Document Distribution	Feasibility Study	Site Surveys, etc.	Phase I and II Environmental Studies, Contingency Action Plans, etc.	Program/Pre-design	Schematic Design	Design Development	Pre-Bid Review Contract Documents	Contract Documents as Issued for Bid	Addendum	Construction Meeting Minutes	RFI's, CCD's, ASIs, etc.	Shop Drawings	O and M Manuals	Record Set/As Builts
Office for Business and Community Economic Development, Craig Taylor, 136 University Office Plaza, 2221 University Avenue SE., Minneapolis, MN 55455; Phone: (612) 624-0530, Fax: (612) 625-9056, email: taylo103@umn.edu (Note: M denotes project manual only. Do not send project plans.) Not currently Unifier Users: If this project is in Unifier, Send Paper Documents							1M	1M	1M					
Office of Classroom Management, Chuck Bottemiller, Classroom Engineer, 60 Norris Hall, 172 Pillsbury Dr SE, Minneapolis, MN 55455; Phone: (612) 625-6664, Fax: (612) 625-7388, email: botte001@umn.edu . (Send only drawing plans related to classroom projects or academic buildings that contain classrooms.) Unifier User: Charles Bottemuller				1	1	1	1	1	1					
Office of Information Technology (Mpls/St. Paul campus sites only), John Miller, 2218 University Avenue S.E., Suite 145, Minneapolis, MN 55414; Phone: (612) 625-0050, Fax: (612) 626-1818, e-mail: jmiller@umn.edu Unifier User: Follow Project Manager's instructions for possible inclusion of NTS contact				1	1	1	1	1	1					
University of Minnesota Project Manager Unifier User	1	1	1	1	1	1	1	1	1	1	1	1	1	
Parking and Transportation Services (when directed by the Project Manager/Owner's Representative) Unifier Users: Michael Ramole and Steve Sanders				1	1	1	1	1	1					
Project User (Department Contact) Unifier User: Follow Project Manager's instructions for possible inclusion of Customer contact	1			1	1	1	1	1	1	1	1			
FM District/Campus Office Unifier User: Follow Project Manager's instructions for possible inclusion of FM contact	1	1	1	1	1	1	1	1	1	1	1	1	2	1

**End of Appendix X - Distribution of Drawings and Specifications to the University
University of Minnesota Facilities Management**