

Department's Design Review Step Instructions for the eBuilder Drawing & Design Plan Review (DDPR)

Step 1: Log on to e-Builder. Navigate to <https://fp.ucf.edu/>, click the yellow e-Builder button, and enter your NID and NID password.

Step 2: Access the DDPR process in your court in the "Workflow in your court" section of your e-Builder home screen.

The screenshot shows the e-Builder interface for Samantha eBAdmin Mason. The navigation menu includes Home, Dashboard, Projects, Planning, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, Schedule, Reports, Setup, and a menu icon. The 'Home' button is highlighted in red. The 'Workflow in your court' section displays a table of projects:

Project	Name	Subject	Step	Date Due	Requested Comment
21051002 B0051 VAB Design and Construction of Exterior Storage Structure	DDPR - 4	CD 100% for 21051002 21051002 B0051 VAB Design and Construction of Exterior Storage Structure	Department's Design Review	03.25.2022 03:00pm	
21100204 B1002 COM Electrical Upgrade Comm Rooms TF1920-34 TF	FCCO - 1	FCCO for 21100204 B1002 COM Electrical Upgrade Comm Rooms TF1920-34 TF	Closeout Specialist Review		
20CWP002 Potable water infrastructure improvements	FCCO - 2	FCCO for 20CWP002 Potable water infrastructure improvements	Closeout Specialist Review		
21100103 B1001 BSBS Electrical Upgrade Comm Rooms TF1920-34 TF	FCCO - 1	FCCO for 21100103 B1001 BSBS Electrical Upgrade Comm Rooms TF1920-34 TF	Closeout Specialist Review		
20815202 B8152 Army Security Office in Lobby for P5	FCCO - 1	FCCO for 20815202 B8152 Army Security Office in Lobby for P5	Closeout Specialist Review		

Step 3: Review the instructions in the "blue box."

Instructions

Reviewer Information:
Your expertise and input are critical to the proper design of this project and you have been designated as a department reviewer for the Design and Drawing Review Process. Below the project's manager has communicated timelines required for this review and notes items that may impact reviews. Your failure to complete this review within the timeframe indicated will jeopardize the overall project schedule. Thank you for your time and understanding of the critical part you have in the design review process. If you have any questions or concerns please contact the Project Manager immediately.

How to Complete the Review:

- Review the project managers comments below and note the required completion date of the review.
- Scroll down to locate the drawings and specifications to be reviewed.
- You may either view the drawings in eBuilder, or download them to your computer. To view, select the file. To download, select "download."
- Please make a note of each of your comments by providing the following information.
 - Your name
 - Your comment
 - The page, drawing number or specification section that your comment refers to within the project documents. (If you have a general comment, please put general comment in the Page#Spec# Column. If you are referring to the UCF Standards please state the standard you are referring to and page number of the standard.)
- Once your review is complete, scroll to the top or bottom of the page, click the **Save** button, then click the **Take Action** button. You will then need to click the **Vote for Review Complete** button on the next screen to confirm. This action will submit your comments and certify that your review is complete.

**** NOTE: If you choose to make notes on the digital drawings you may do so, but you will still have to type your comments into the grid so that all comments are captured in one location. If you do not add your comments to this grid they will not be captured and / or addressed on the next design update.****

Step 4: Review the drawings and any other provided attachments. You may review by selecting the blue highlighted document hyperlink or choose to download the document to your computer.

Construction Documents

CD 50%:

CD 50% SPECS:

CD 95%:

CD 95% SPECS:

CD 100%:

CD 100% SPECS:

CD 100% SPECS - VOL II:

CD DOCS:

WA21021_2022-03-11_100% Drawings.pdf (version 2)
Properties | Download (17.0MB) | Redline

WA21021_2022-03-11_100% Specs.pdf (version 2)
Properties | Download (3.1MB) | Redline

Lab SOP

Lab SOP:

A Lab SOP is required for Lab Projects.
SOP and Specs for Proposed Equipment for VAB.zip (version 1)
Properties | Download (15.6MB)

Step 5: Complete the "Add New Item for Plan Review Comments" section; including your name, your comment, drawing page # or Spec #, and then click the "Add" button. Repeat this step for each comment.

Add New Item for Plan Review Comments

* Reviewer Name: Samantha Mason

* Reviewer Comment: Framed and fully updated locator maps required

* Page #/Spec #: 283100

PM Notes:

Architect Response:

Status: Please select...

Clear Add

Step 6: Once you have added all of your comments, scroll to the top or bottom of the page. Select “Save” and click the “Take Action” button. Another screen will appear, select “Vote for Review Complete.” This completes your review.

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Project: 21051002 80051 VAB Design and Construction of Exterior Storage Structure
Process Document: DDPR - 4
Show History | Current Actors
Current Workflow Step: Department's Design Review Show Workflow Diagram
Subject: CD 100% for 21051002 21051002 80051 VAB Design and Construction of Exterior Storage Structure
Status: Under Review

Project Number: 21051002
Overall Due Date:
* Step Due Date: 03.25.2022 03:00pm

Review Complete | **Take Action** | Check Spelling | Print | Copy | **Save** | Cancel

Delete Instance | Workflow Override | All Fields View | Instructions

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Action will proceed when voted on by all actors.

Override # of Actors to Complete | **Vote for Review Complete** | No, Cancel

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