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OCTOBER
2022

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM WEEKLY
COMMUNICATION

Issue 166

Greetings FM Team,

Facilities Management has an internal Building Department that oversees all projects on all CSU properties in Colorado. They have autonomy to operate under their own jurisdiction for project planning, code review and compliance, inspections, and closeout. There are different processes to know and follow, including procedures in place for emergency code reviews, code modification requests, and building audits.

Code Review Process

- Communication – Engage at onset of project to ensure compliant design, discuss project's phased approach, etc.
- Documentation – All digital, saved in Building Department records
 - ◇ Project Manager (PM) provides project documentation
 - ◇ Electrical, Mechanical, Architectural, Structural, etc. drawings stamped per Colorado Department of Regulatory Agencies (DORA)
 - ◇ PM provides description of project, includes back-up documentation
 - ◇ Building Department reviews and issues waiver or Permit (BIR) as required

Code Compliance Process – Recommended for large scale and multi-trade remodel projects.

- PM submits a Plan Review Authorization Form to SAFEbuilt with documentation.
 - ◇ PM is responsible for External Plan Review Fees.
- PM submits Code Compliance Notice with all documentation to Building Department for issuance of BIR and Notice to Proceed.

Inspections

- Schedule via online Inspection Request Portal – <https://www.fm.colostate.edu/inspections>
 - ◇ Requests submitted online by 3 pm are completed within 48 business hours of receipt.

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- PM must accompany inspector to jobsite.
 - ◊ If inspection is missed or fails, PM responsible for resubmitting online.
- PM ensures all required inspections are complete, signed by inspector with ICC certification number.
- Once all signatures are obtained, PM sends original BIR to Building Department for closeout.

Closeout

- BIR is complete with all required signatures
- Building Department Manager reviews BIR, adds BIR Completion Date and signs.

The Building Department is a resource that helps project teams navigate through these requirements. Internal FM staff dedicated to the FM Building Department are Becca Mueller, Megan Gaston, Russ Johnson, and Mike Rush. Additional employees who support the FM Building Department are Project Managers Tony Flores and Zack Kulbeck and the Fire Systems Group within FM Operations. Please reach out to Megan.Gaston@colostate.edu for more information or questions.

Sincerely,

Tom Satterly, Associate Vice President for Facilities Management

Megan Gaston, Building Department Manager

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