

**State of Wisconsin**

**Department of Administration**

**DIVISION OF FACILITIES DEVELOPMENT & management (DFDM)**

DOA-4525 (R 03/2018)

Mailing Address: Post Office Box 7866, Madison, WI 53707-7866

Street Address: 101 Wilson St 7th Floor, Madison, WI 53703

Phone: 608/266-2731; FAX: 608/267-2710

http://www.doa.state.wi.us/dfd

**TRANSMITTAL NOTICE FOR REVIEWS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name |   |  | Submittal Date |   |
| DFDM Project No. |   |  | Project Manager |   |
| Agency |   |  | Construction Estimate |   |
| Location |   |  | Total Project Estimate |   |
| A/E |   |  | Bid Date |   |

|  |
| --- |
|   |

**REVIEW AND SUBMIT COMMENTS BY:**

 Study/Master Plan/Program Statement Preliminary Review Documents Final Review Documents

 Design Report Appendix

A/E: Route Review Documents to each reviewer listed below. Each hard copy set of documents is to be separate and include a copy of this transmittal. Highlight the name of the person to receive the set. Where a reviewer requests an electronic set of documents, the documents being reviewed are those uploaded to SharePoint by the A/E, and this review submittal should still be directed to reviewer.

”**F**” Indicates Full Size Set of Documents. “**H**” Indicates Half Size set of Documents. “**E**” Denotes Electronic copy only.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Reviewer's Name** | **F** | **H** | **E** |  |  | **Reviewer's Name** | **F** | **H** | **E** |
| Project Manager |  |  |  |  |  | Plumbing |  |  |  |  |
| Architecture |  |  |  |  |  | Fire Protection |  |  |  |  |
| Structural |  |  |  |  |  | Controls/BAS |  |  |  |  |
| Exterior Walls |  |  |  |  |  | HVAC |  |  |  |  |
| Roofing |  |  |  |  |  | Electrical (Lighting/Power) |  |  |  |  |
| Elevators |  |  |  |  |  | Fire Alarm |  |  |  |  |
| Interiors |  |  |  |  |  | Telecom/Data |  |  |  |  |
| Site Civil/Utilities |  |  |  |  |  | Audio-Video |  |  |  |  |
| Landscape Arch. |  |  |  |  |  | Electronic Security |  |  |  |  |
| Hazardous Materials |  |  |  |  |  | Central Plant Utilities |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Specialty  |  |  |  |  |  | Agency Contact |  |  |  |  |
| Other  |  |  |  |  |  | Construction Rep. |  |  |  |  |

**Notes:**

*
*
*