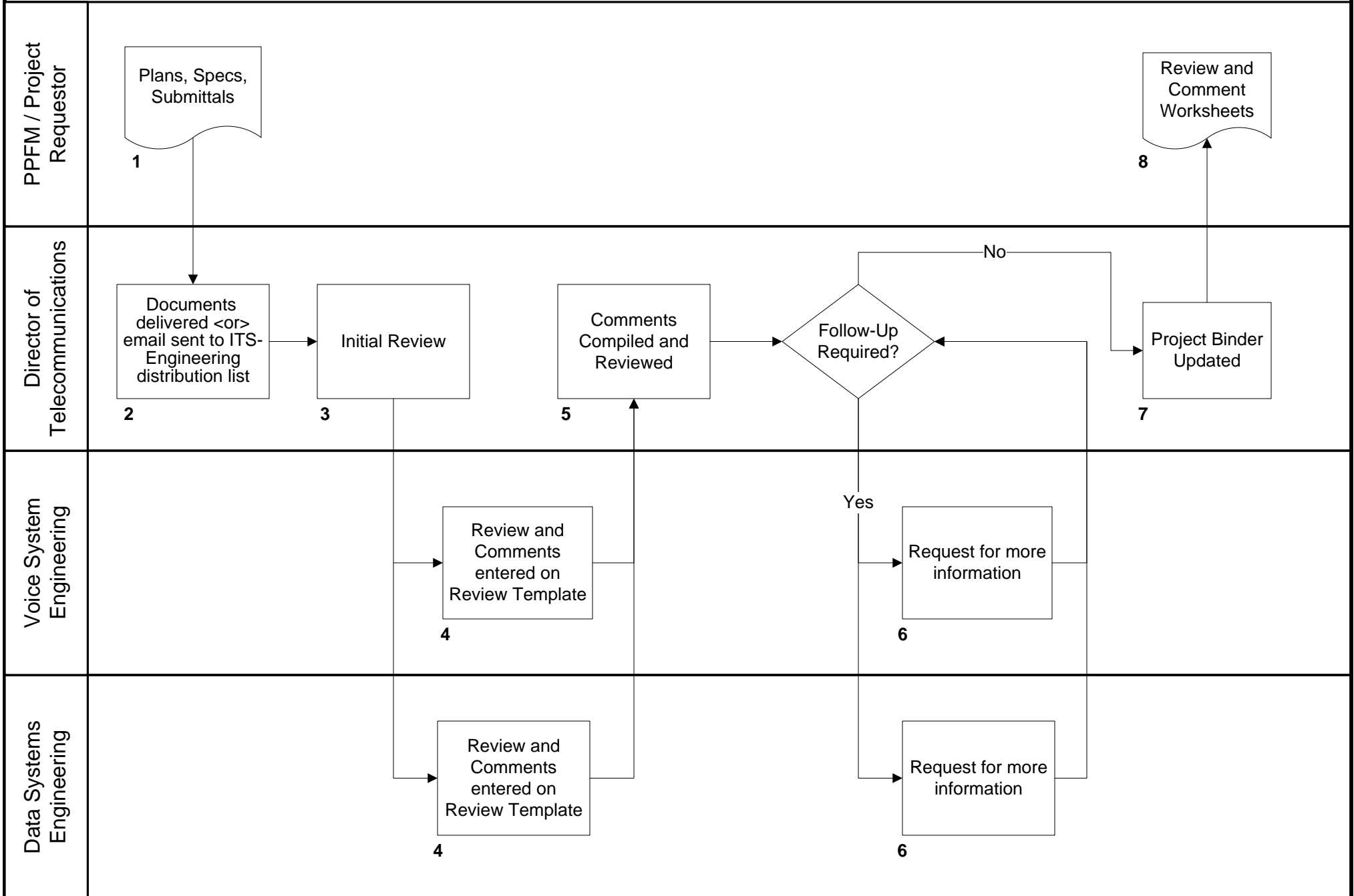


ITS Engineering Review & Comment Process

New Construction Plan Review, Remodel Plan Review, Specifications Review, and Submittal Review



ITS Engineering Review and Comment Process

1	Plans, specifications, and submittals are created taking customer and service provider inputs into consideration.
2	Hard copy of plans, specifications, and submittals are delivered to the Director of Telecommunications. Review & Comment forms are emailed to its-eng@csulb.edu for use. If no forms are emailed, ITS Review document will be used.
3	Director of Telecommunications performs an initial review and places comments on review form. Form is emailed to Voice and Data Engineering teams. Hard copies are routed internally.
4	Voice and Data Engineering teams review plans, specifications, and submittals to ensure campus standards and TIP guidelines are in compliance. Submittals should be reviewed against the specifications to ensure products for the project meet specifications.
5	Director of Telecommunications will compile and review comments from engineering teams. If no questions or problems are found, the project binder will be updated and review and comment form will be forwarded to PPFM requestor.
6	Voice and Data engineering secondary review and comment.
7	ITS Project Binder updated.
8	Review and comments worksheet sent back to requestor copying Voice and Data engineering teams.