

Process to Update Design Standards and Construction Specs

1. Identify potential change to Standard & Specs and complete package
 - a. Fill out change cover sheet
 - i. Description of Change (Summary)
 - ii. Rationale for Change: (Code change, Technical reason, availability, other benefits, etc.)
 - b. Attach red lined section of proposed change
2. Submit package to **Standards and Specs POC** (Bert Palmon) for change
3. POC will review with spec editor to verify and edit format and content
4. POC will return edited version for requestor approval.
5. After approval, POC forwards the proposed change to applicable SMEs (1 week to respond)
 - a. Security
 - b. Maintenance
 - c. ESH
 - d. Transportation
 - e. Engineering Discipline
 - f. Workspace Management
 - g. Facilities Engineering
 - h. Construction Management
 - i. DOD Physical Security
 - j. SP Physical Security
 - k. Custodial Services
6. If rejected, POC responds to requestor with cover sheet and explanation for rejection
 - a. Requestor revises and resubmits change request (Step 1)
7. After one week, If approved by applicable SMEs, or no responses received, POC will implement/publish
8. Meeting held with SMEs and contractors to review all published changes to specs and standards