



---

**Standard Operating Procedure (SOP)  
Approval of Design Guidelines and  
Construction Standards**

---

SOP No.	DC-4150	Revision :	2
Department:	Design & Construction	Date:	10/24/2016
Dept. Head Approval:		Date:	10/25/16
Director Approval:		Date:	10/25/16

**Purpose:**

The WVU Design Guidelines and Construction Standards (the Guidelines) are intended to be continually updated and revised to reflect the changing requirements of WVU's Facilities. The purpose of this procedure is to describe the process for approval of new sections and revisions to the Guidelines.

**Responsibility:**

1. The following people are responsible for following this procedure.
  - a) FM Staff
    - i) Design and Construction
    - ii) EH&S
    - iii) HSC
    - iv) Maintenance
    - v) Operations
    - vi) Planning

**Definitions:**

1. (EH&S) Environmental Health & Safety
2. (FM) Facilities Management
3. (HSC) Health Sciences Center
4. Publication: The Guidelines are published on the Facilities Management Web Site. A section is considered final when it is published on the web site.
5. (SOP) Standard Operating Procedure
6. WVU Design Guidelines and Construction Standards: WVU has developed Design Guidelines & Construction Standards to create a consistent basis for the design, construction, maintenance, renovation and general care of facilities. The standards are the result of the collective experience and recommendations of WVU Facilities Management Staff and other University stakeholders. These Guidelines represent the preferred construction products, materials, details and systems to use in the development of programs, plans, specifications and construction documents.

## **Procedure:**

1. Existing Guidelines can be revised as necessary. All sections should be reviewed annually to determine if revisions are needed.
2. Proposed revisions to the Guidelines and new sections should be developed in coordination with appropriate stakeholders.
  - a) To request a standard to be reviewed:
    - i) <http://facilitiesmanagement.wvu.edu/d-c-guidelines-standards>
      - (1) Click on Button “Request a Review”
    - b) Requests are maintained through Qualtrics.
3. Proposed revisions and new sections must be submitted for approval prior to publication. The attached form will be used to document approval with appropriate sign-off.
  - a) The draft will be marked as follows
    - i) Additions: highlighted
    - ii) Removals: highlighted and strike through, and the new revision number will be shown in footer accompanied by the date.
  - b) The draft will be reviewed by the departments that are directly affected by the change.
4. Approval is indicated by Director or Associate/Assistant Director level signature(s). The Director or Associate Director of Design and Construction must sign-off on all new sections and revisions. Additional sign-off by the Directors of EH&S, HSC, Maintenance, Operations, and Planning are also required if the standard has impact on these units. Impact on the units is indicated by marking the appropriate boxes on the form. If the design guideline does not impact the Maintenance or Operation Units, these signatures are not required
5. Approval forms will be scanned and saved electronically with the Design Guidelines and Construction Standards under the folder “Approval Forms”.
6. The revision number and date will be noted on the footer of each Guideline. The revision number and date is also noted on the Web-based Table of Contents for the Guidelines. An e-mail list will be utilized to notify users of changes and revisions made to sections.
  - a) The final draft, with changes highlighted, will be shared with all individuals in Design and Construction, so they are aware of the update.
7. The corrected final draft, without highlights, is posted online
  - a) SOP’s used internally by WVU personnel
    - i) <http://facilitiesmanagement.wvu.edu/forms/standard-operating-procedures-sop>
  - b) Guidelines available to Architects, Contractors, Venders, WVU, etc.
    - i) <http://facilitiesmanagement.wvu.edu/design-construction/design-guidelines-and-construction-standards>

# Approval Form for WVU Design Guidelines and Construction Standards

## DC SOP – 4150

This form must accompany a final draft of a proposed new section or revision of the WVU Design Guidelines and Construction Standards as required by DC SOP - 4150.

Section Number and Title:



Check  Revision or  New Section

Author of Proposed Revision/Section:

If this is a Revision, indicate previous Revision No. and date of last revision.



If this is a Revision, changes should be highlighted on revised document.

Does this Guideline impact:

EH&S

Maintenance

Planning

HSC

Operations

Associate/Assistant Director of Design and Construction: \_\_\_\_\_  
Sign / Date

Associate/Assistant Director of EH&S: \_\_\_\_\_  
Sign / Date

Associate/Assistant Director of HSC: \_\_\_\_\_  
Sign / Date

Associate/Assistant Director of Maintenance: \_\_\_\_\_  
Sign / Date

Associate/Assistant Director of Operations: \_\_\_\_\_  
Sign / Date

Associate/Assistant Director of Planning: \_\_\_\_\_  
Sign / Date