



EBUILDER DESIGN REVIEW PROCESS

AND

CONTROLS OPERATIONS

PRESENTERS:

Darlene Hackworth, PM, FCS

James Hatch, Jr., ZFM Facilities Operations and Energy
Management Controls Systems

Jason Arnold, Lead Controls Designer, Building
Automation and Controls

Points of Discussion

- ▶ Importance of Stakeholders in the Design Review Process
- ▶ Where to Find List of Internal and External Stakeholders in Ebuilder
- ▶ Importance of the Controls Operations Review
- ▶ Understanding Our Common Goals

HOW TO IDENTIFY PROJECT STAKEHOLDERS

*"According to the Project Management Institute (PMI), the term project stakeholder refers to, "an **individual**, group, or organization, who may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project" (Project Management Institute, 2013)."*

Project Interests
supported by
Stakeholders



- Dashboard
- Projects**
- Planning
- Forms
- Processes
- Documents
- Calendar
- Contacts
- Bidding
- Cost
- Schedule
- Reports
- Setup

Hidden Projects

Projects

demonstration ▼ Edit | Add View

All Projects

| Project Name ▲ | City | State / Province | Site Administrator |
|----------------------|------|------------------|--------------------|
| *e-Builder Resources | | | Sutliff, Donna |

Locate
Drawing
Review
Contact
List

Step 1:
Projects Tab

Dashboard Projects Planning Forms Processes **Documents** Calendar Contacts Bidding Cost Schedule Reports Setup

Documents for 00007 - *e-Builder Resources 0 Files Checked Out For Editing


Folders

Expand All | Collapse All | Refresh All

- Documents[214]
 - General Information[3]
 - Master Contractual Documents[89]
 - Project Intake Request (Contracts & Projects)[4]
 - Project Management Toolbox Series (PMT)[12]
 - September 2015 Training Opportunities[2]
 - User Resources[93]
 - Various Training Presentations[10]

Documents Show File Descriptions Show Thumbnails

Properties | Subscriptions | Copy To Clipboard: Private URL

| Name | Date Uploaded | Uploaded By | Company |
|--|-------------------------------|---------------|--------------------|
| Delete Move Copy Download Check Out Send Fill Out Form Compare | Page 1 of 1 Show 100 per page | | |
|  eB - General Navigation - Home Page - CU.pptx (version 1) Download (416.6KB) Send Properties | 04.04.16 10:56AM | Donna Sutliff | Cornell University |

1 - 1 of 1 documents

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Locate
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Step 2:
User
Resources

Dashboard Projects Planning Forms Processes **Documents** Calendar Contacts Bidding Cost Schedule Reports Setup

Documents for 00007 - *e-Builder Resources 0 Files Checked Out For Editing

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Expand All | Collapse All | Refresh All

- Access Delegation[1]
- BCC - Budget Change (Contract) Process[1]
- BC-SP - Budget Change Small Project Process Help[1]
- Bluebeam Studio Integration[1]
- C - Closeout Process Help[1]
- CQ - Contractor Qualification Process[2]
- CRP - Contract Request & Preparation Process Help[3]
- CU Cost Related Processes Help[3]
- CU Design Review Process Help[5]**
- CU Non Cost Processes Help[9]
- DocuSign Help[2]
- eBCR - eB Change Request Process[1]
- Forms - Supplemental Information[1]
- General Help (Generic)[23]
- IA - Invoice Submission & Approval Process Help[1]
- PA - Payment Application Process Help[5]
- PAR - Project Approval Request Process Help[8]
- PCO - Potential Change Order and ECA - Field Change Authorization Process Help[1]

Documents \ User Resources \ CU Design Review Process Help Show File Descriptions Show Thumbnails

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| Name | Date Uploaded | Uploaded By | Company |
|---|---------------------|-------------------------|--------------------|
| Design Review Contacts List.docx (version 12) <small>Download (79.7KB) Send Properties</small> | 09.21.18 04:10PM | Jessie Dimick | Cornell University |
| Design Review Process Guide.docx (version 1) <small>Download (1.3MB) Send Properties</small> | 10.27.15 07:28AM | Donna Sutliff | Cornell University |
| Design Review Process Workflow.pdf (version 1) <small>Download (39.9KB) Stamp Send Properties</small> | 10.27.15 07:30AM | Donna Sutliff | Cornell University |
| DESIGN REVIEW TEMPLATE.xlsx (version 2) <small>Download (33.7KB) Send Properties</small> | 01.20.15 09:02AM | Diana Bunnell-Remillard | Cornell University |
| IPP FE & FM SMEs for Design Reviews 2017-05.xlsx (version 1) <small>Download (23.9KB) Send Properties</small> | 05.16.17 02:13PM | Donna Sutliff | Cornell University |

1 - 5 of 5 documents

Locate Drawing Review Contact List

Step 3: CU Design Review Process Help



Drawing Review Contacts List:

Facilities Engineering – this group maintains the CU Design Standards and has a stewardship role to oversee engineered systems on the Cornell campus. All Project Managers shall submit their respective projects to the FE group for review at all design phases to ensure conformance to CU design standards.

The Shared Services group within FE will be coordinating all Facilities Engineering design reviews via FEDesignReview@cornell.edu including:

- Mechanical – Vincent Knapp for HVAC, Fire Protection, Elevators
- Electrical – John Bell for Electrical, Fire Alarm, Lighting, Generators
- Civil & Environmental – Steve Beyers for LEED, Environmental, Remediation, Site/Civil
- Architectural & Structural – Matt Reiter for Interior Renovations/Modifications, Structural, Building Envelope, Roof
- Shane Dunn - Roof

EH&S

EH&S design reviews will be coordinated via ehsdesignreview@cornell.edu including:

- Andrew Murphy – General Environmental/Environmental Remediation/Hazardous Waste
- Dan Phillips – Fire Alarm/Sprinkler/CO Detection/Fire Doors
- Ron Flynn – Fire Alarm/Exiting/Sprinkler
- Ellen Sweet – Lab Safety – Fume Hoods, Eye Wash, Showers
- Barbara English – Fuel Tanks
- Ilene Miller – Refrigerants, Emergency Generators, Combustion, CERCLA / EPCRA
- Levi Harmon/Mike Micco – Occupational Health & Safety, Fall Protection

Energy and Sustainability

Energy:

- Cole Tucker (cmt233@cornell.edu) – Inside of building/Energy Management

Utilities:

- Frank Perry (fdp1@cornell.edu) will coordinate for the following:
 - Mark Howe – Distribution
 - Justin Clark – Outside of building, Steam Lines, Storm, Sanitary, Potable water and Chilled water
 - Jeff LaPar – Electrical Distribution

University Architect and Planning Office

- FIG – Jane M (jm113@cornell.edu)/Steve V (sav64@cornell.edu) for Room Numbers, Space Inventory, Floor Plans
- J Shermeta (jshermeta@cornell.edu) – *significant* additions/renovations/modifications to the exterior of buildings or important interior public spaces and will coordinate with:
 - Margaret Carney - University Architect
 - Leslie Schill – Campus Planner
 - David Cutter – Landscape Architecture

Please contact eBuilder Admins with updates to this list

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Security – CUPD Access

- Peggy Matta (mem25@cornell.edu)
- Tim Petriwsky (tp73@cornell.edu)

Transportation

- Bartt Smith (bas4@cornell.edu)

CIT

Voice/Data/Video Telecom Infrastructure:

Please contact Jeff Simmons (jas11@cornell.edu) and Tom Theimer (tth1@cornell.edu) who will coordinate for the following:

- Shawn Walker (sew18@cornell.edu)
- Robert Griffin (*aka Bobby G*) (reg1@cornell.edu)
- Les Vogel (lrv3@cornell.edu)
- Laurie Collinsworth (ljc1@cornell.edu)
- Tom Ball (trb26@cornell.edu)
- Kathy Drake (kcd1@cornell.edu)
- Scott Bradley (srb3@cornell.edu)
- Steve Mandl (sjm34@cornell.edu)
- Rick Polcaro (rp17@cornell.edu)

Audio/Visual:

- Andrew Page (andrew.page@cornell.edu)
- Greg Bronson (gb47@cornell.edu)

Maintenance Management (project specific)

- Zone Maintenance Planners:
 - Contract Colleges (CC) – Jeff Parsons (jfp27@cornell.edu), Steve Cobb (sjc23@cornell.edu)
 - Endowed (EN) – David Baildon (dvb4@cornell.edu), Dan Donovan (dad67@cornell.edu), Matt Johnston (mfi7@cornell.edu)
 - Student and Academic Services (SAS)
 - Bonnie Pealer (bsj28@cornell.edu) - Athletics, Community Centers, Greek and Co-op Housing
 - Asa Schindler (ajs63@cornell.edu) - Undergraduate and Graduate Housing
- ADA
 - Andrea Haenlin-Mott (ah45@cornell.edu)

Please contact eBuilder Admins with updates to this list

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Cornell University

Facilities & Campus Services
e-Builder Resources

Shops (project specific)

- Lock Shop – Mike Hingston (mgh8@cornell.edu) and Brian Parente (bap32@cornell.edu)
- SAS Lock Shop – Becky Richmond (blr28@cornell.edu)
- Controls – Jim Hatch (jfh89@cornell.edu) and Jason Arnold (jasonarnold@cornell.edu)
- Grounds – Dan Schied (dgs239@cornell.edu) /Kevin McGraw (kwm23@cornell.edu)
- Pipe Shop – Jim Naylor (jcn8@cornell.edu)
- Generators, Fire Alarm, Card Access and Security Systems – Matt Everhart (mje54@cornell.edu)

FM Global (All Projects)

All drawing reviews must be sent to FM Global for review. Please send to both of the following addresses:

- engbostonplanreview@fmglobal.com
- Linda Beaton (linda.beaton@fmglobal.com)

Authorities Having Jurisdiction (project specific)

- City of Ithaca – Rob Fell-DeWalt (Rfell-deWalt@cityofithaca.org) Mike Niechwiadowicz (MNiechwiadowicz@cityofithaca.org).
- Town of Ithaca – Mark Stonier (MStonier@town.ithaca.ny.us)
- CCF – Ralph D’Amato (rjd15@cornell.edu)
- Ithaca Landmarks Preservation Commission (ILPC) - Bryan McCracken (bmccracken@cityofithaca.org), Historical Preservation Planner
- Ithaca Fire Department – Tom Parsons (tparsons@cityofithaca.org)

Project Group (project specific)

- Construction Management Agent
- Commissioning Agent

Client Group (project specific)

- Select contact persons from the Building and Department eBuilder Admins needed.

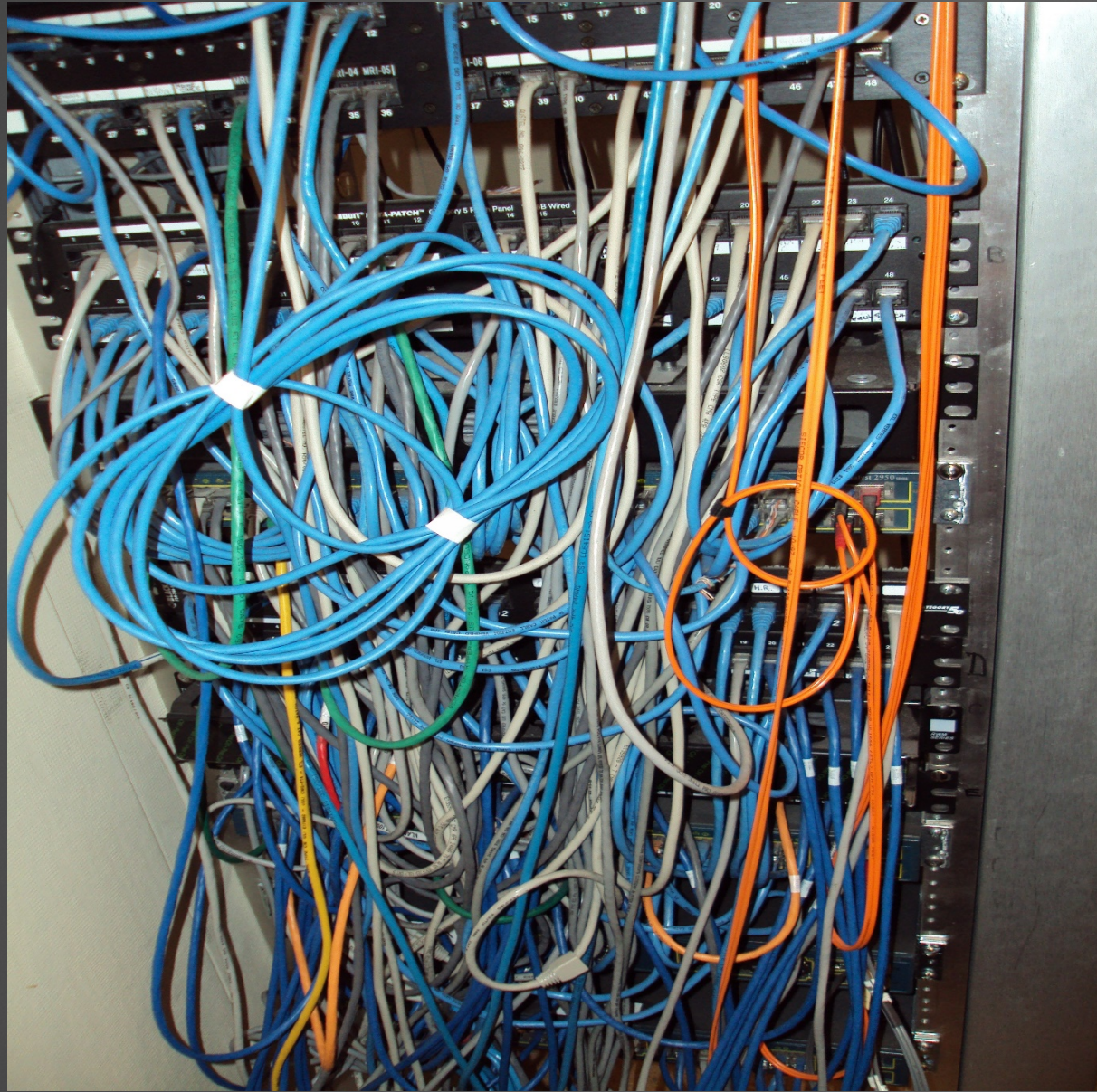
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Recommendations:

1. Download
2. Print
3. Post

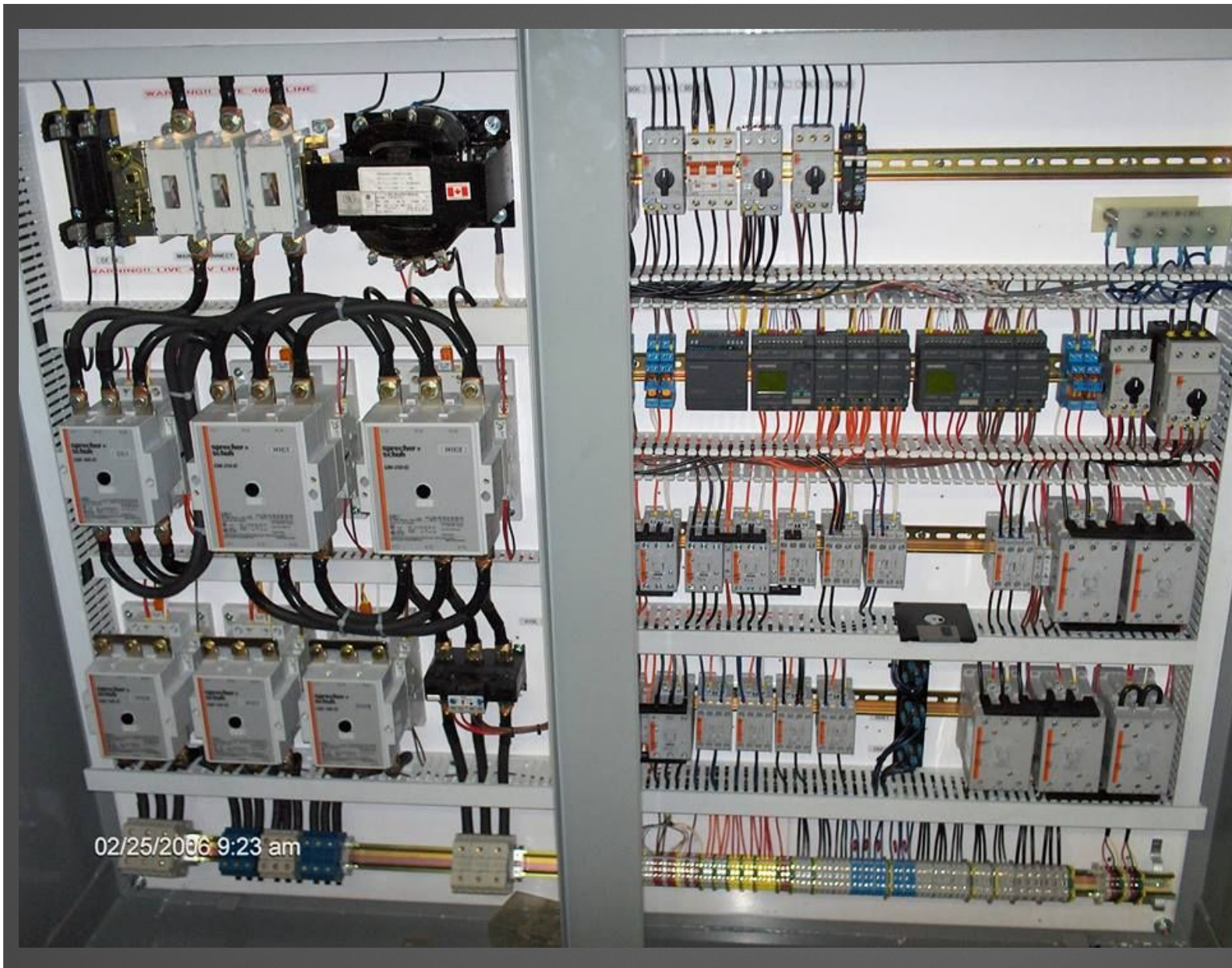
Save time, and reduce number of clicks, as most emails need to be manually entered in the Ebuilder design review process step.



IMPORTANCE OF CONTROLS REVIEW

This photo is from the web stock of free photos, but it very well could be the case in many of our buildings due to many issues such as,

- 1.) Fast tracking renovation projects over many years.
- 2.) Controls/Electrical Contractor filing bankruptcy mid-project.
- 3.) Lack of follow-up with contractors to ensure cleanup of panels/devices on removed equipment.
- 4.) Failure to involve Controls Operations early in the design, and/or even construction process.



- COMMON GOALS:
1. Compliance with CU Standard 23 09 01
 2. Well-ordered
 3. Functional

PM and Section 3.07

*“EMCS/BACSI want to work with PMs to ensure that Contractors respect the BACS network infrastructure of the University. If controls work is executed in a thoughtful and conscientious way, time-consuming and costly network disruptions can be avoided and integration of the new systems with the EMCS can be implemented smoothly and efficiently.” 6/13/15
BACS Communications & Interoperability, CU Standards*

THANK YOU

