9. Design Approval Procedures

All plans must be reviewed and approved by the Division of State Facilities (DSF) Bureau of Portfolio and Operations Management (BPOM) prior to any work being started. The objective of the review is as follows:

- Provide a safe, comfortable and productive environment for all employees and visitors that meets building fire and life safety codes as well as Americans with Disabilities Act (ADA) requirements. .
- Ensure conformity to DOA Space Standards and Guidelines
- Maintain building flexibility to accommodate organizational change.
- Distribute adequate fresh air and natural light to all employees.

9.1 General Guidelines and Principles Used for Approval of Space Layouts

- All rules governing the Americans with Disabilities Act will be followed when designing new space or reconfiguring existing office areas.
- Color selection (carpet, wall covering, demountable wall, vinyl base, fabrics and laminates, etc.) must be approved by the Bureau of Portfolio Management.
- All building codes will be followed when designing new space or reconfiguring existing office areas.
- DSF Interior Space Standards and Planning Guidelines will be followed when planning space.
- To improve space utilization and maintain required circulation, consideration should be given to purchasing lateral files and creating central file areas or rooms.

9.2 Submittal and Approval Process

A group wishing to make a design or construction change must contact their agency-designated representative for review and approval. Complete plans must be submitted to the Bureau of Portfolio Management for approval well in advance of your anticipated date of changes.

In DOA-owned buildings, the agency-designated representative must contact a facilities designer in the Bureau of Portfolio Management to start the design and approval process via submission of a work request in the DSF Facilities Management Information Center (FMIC) system. If the occupying agency has interior design staff, the agency-designated representative should contact their design staff to start the design process. The agency designer must then submit the project for approval as a work request in the FMIC system; this work request will be considered for approval by a facilities designer in the Bureau of Portfolio Management.

Link to FMIC FORM: https://fmic.wisconsin.gov/default.aspx

9.3 Drawing Submissions

- **Electronic** - Please send drawings as an AutoCAD 2010 file or PDF showing the existing conditions and changes requested. The electronic file must be readable and to scale. All electronic submittals will be approved via email.

- **Hard Copy** - Please send two drawing sets with a title block showing existing conditions and changes requested. Drawings must be readable and to scale. Preferably 1/8" = 1'- 0" in scale. All hardcopy submittals will be stamped approved and one copy returned.

Approval Time

- Approval time will not exceed two weeks, unless there are unforeseen conditions that require additional investigation.

Please be certain that no furniture or office equipment is ordered, workstations reconfigured, or walls constructed prior to final design approval.

If additional space is required or reduced space is required, please fill out a Space Request or Vacancy Request and submit it to the Bureau of Portfolio Management.

END OF SECTION