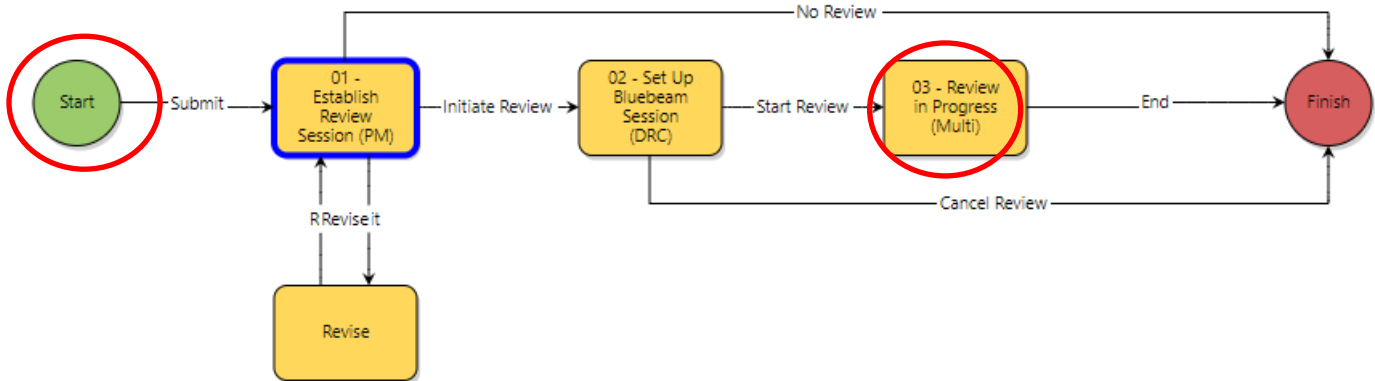


# UNIVERSITY DESIGN REVIEW: A/E

## Workflow Diagram:



## Process Description:

Submission, review, and approval of Design Documents via the University Design Review Process.

## Roles That Can Start the Process:

OSU Project Manager (PM), Architect / Engineer (A/E)

## Process Participants:

OSU Project Manager (PM), Stakeholders (XXX), Architect / Engineer (A/E), Construction Manager (CM), Design-Build (DB)

## Prerequisite (A/E)

Create and compile PDF files for review.

- Create bookmarks to separate discipline or document type.
- For drawing files, the sheets shall be labeled with the drawing number and title (e.g. A101 First Floor Plan)

Compile the files in to one single PDF except for the following circumstances:

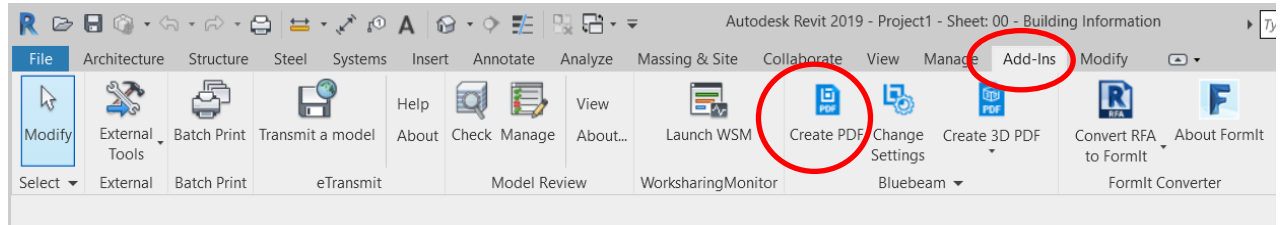
- There are more than 100 drawing sheets. This can be comprised of any combination of single or multi-page PDFs.
- The file size is larger than 250MB.

## Best practices

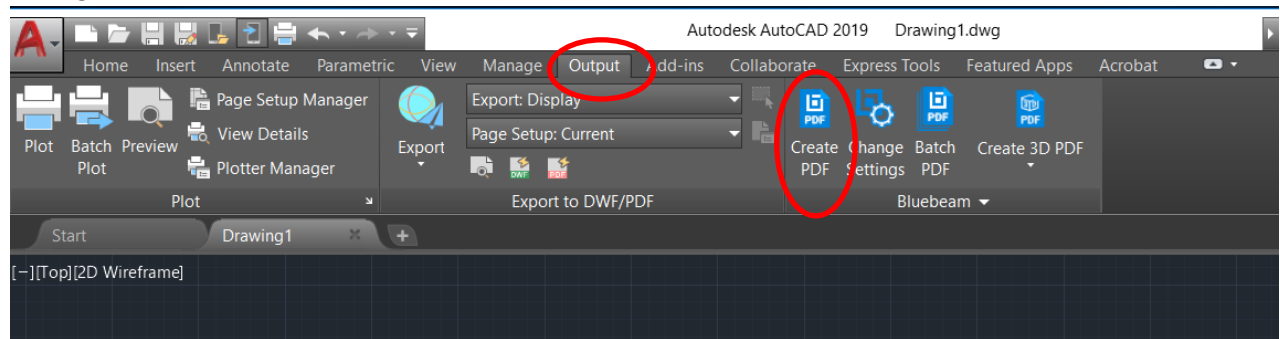
- **Option 1-** Use the Bluebeam Add-in to create PDF (Recommended)

To install Bluebeam plugin - <https://support.bluebeam.com/articles/ive-installed-a-new-version-of-cad-software-how-do-i-get-the-latest-bluebeam-plugin-2018/>

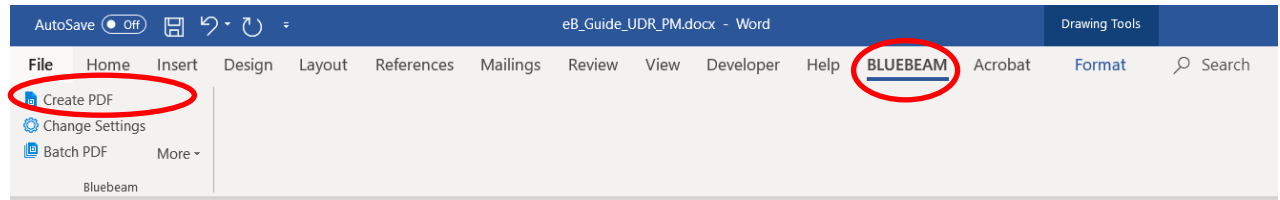
### Revit



### AutoCAD



### Word



- **Option 2 -** Created PDF using up to date industry PDF Specifications
  - Check to ensure the SHX text are not showing up as comments in PDF. If the SHX are showing up as comments:

**Option 2A -** Follow the instructions in the link below to turn off the feature on SHX fonts  
<https://knowledge.autodesk.com/search-result/caas/sfdarticles/sfdarticles/Drawing-text-appears-as-Comments-in-a-PDF-created-by-AutoCAD.html>

or

**Option 2B-** If you do not have the right version of AutoCAD for Option A, or do not wish to modify CAD settings, you can also use a PDF editing program such as Adobe Acrobat Pro to optimize the PDF.

1. Open the PDF you're looking to Optimize with Adobe Acrobat Pro
2. Go to Tools > Optimize PDF > Advanced Optimization
3. Under "Discard Objects" select all options

4. Under “Discard User Data” select ALL except “Discard document information and metadata.”
5. Click “OK”

## Initiation of Process (A/E or PM)

Initiation of Process: Performed by A/E or OSU PM

Add a subject for the review, select “Document Stage”, check the appropriate boxes in the “Minimum Stage Submissions.” Select the discipline/content included in the review documents in “Facility Maintenance / Operation Disciplines.”

Upload / attach document(s) to be reviewed in the “Attached Documents” tab and click the “Submit” button.

**Note:** If any documents need to be added after the Bluebeam session has been setup, please inform PM and the Design Review Coordinator ([AP-DesignReview@osu.edu](mailto:AP-DesignReview@osu.edu))

## Review/ Response in Bluebeam (PM, A/E)

Join the Bluebeam session via the “Bluebeam Review Session Link” on the date specified in the “A/E Response Period Start,” and complete the responses by the “A/E Response Period End.” For how to use Bluebeam, see [Bluebeam Session Participants](#) guide.

Review and Response Duration			
Stakeholder Review Period Start:	01.27.2020	Stakeholder Review Period End:	01.31.2020
A/E Response Period Start:	02.03.2020	A/E Response Period End:	02.07.2020
Bluebeam Revu Session Link			
Bluebeam Revu Session Link:	219-250-951 <a href="https://studio.bluebeam.com/join.html?ID=219-250-951">https://studio.bluebeam.com/join.html?ID=219-250-951</a>		
<input type="button" value="End"/> <input type="button" value="Take Action"/> <input type="button" value="Check Spelling"/> <input type="button" value="Print"/> <input type="button" value="Copy"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Once all the comments have been reviewed and responded to, select “End” and click “Take Action.”

Review and Response Duration			
Stakeholder Review Period Start:	01.27.2020	Stakeholder Review Period End:	01.31.2020
A/E Response Period Start:	02.03.2020	A/E Response Period End:	02.07.2020
Bluebeam Revu Session Link			
Bluebeam Revu Session Link:	219-250-951 <a href="https://studio.bluebeam.com/join.html?ID=219-250-951">https://studio.bluebeam.com/join.html?ID=219-250-951</a>		
<input type="button" value="End"/> <input type="button" value="Take Action"/> <input type="button" value="Check Spelling"/> <input type="button" value="Print"/> <input type="button" value="Copy"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

## Finish

The process is complete for the A/E.