

Project Name:	
UCSD Project Number:	Phase / Package:

Section A: Project Workflow Steps, including Roles & Responsibilities:			
Bluebeam-Related Project Tasks:	Responsible Party for Execution of Task:		
	Design Team	UCSD	N/A
1. Creation of Studio Project , including Permissions and Invites			
2. PDF Formatting of Documents , including adding Bluebeam Bookmarks & Hyperlinks			
3. Verification of PDF Formatting			
4. Insertion of UCSD Cover Page (insert as page 1 for all files at all submission phases in Bluebeam)			
5. Upload of Files into Studio Project : Design Team Files (at all submission phases)			
6. Creation of Studio Review Session , including Setup and Additional Sessions as needed			
7. Upload of Initial-Phase Submittal Files: into Initial Studio Session from Studio Project			
8. Upload of Subsequent-Phase Submittal Files: into SAME Studio Session (Opt.1)			
9. Upload of Subsequent-Phase Submittal Files: into NEW Studio Sessions (Opt.2)			

Section B: UCSD Departments Reviewing this Project:									
Markup Color	UCSD Departments Reviewing this Project	Reviewing Phases:							
		SD	DD	CD	Submittals	Deferred Approvals	As-builts	Record Docs	
CPM	Capital Program Management PM								
DDSE	DDS Engineering								
DDSI	DDS Inspector								
DDSA	DDS Architect								
CPMC	Capital Program Management Contracts								
IRPC	Independent Plan Review Consultant (IPRC)								
Access	Accessibility								
EH&S	Environmental Health & Safety								
Fire	Fire Marshal								
CD	Client-Department								
FE	Medical Center / Facilities Engineering								
FM	Facilities Management								
Planner	Project Planner								
PP	Physical Planning								
PPE	Physical Planning - Environmental								
ITS	Information Technology Service								
AS/VS	Audio Visual Systems								
PK	Parking								
PD/PS	PD/Security								
FM	Sustainability								
RE	Real Estate								
CxA	Commissioning (CxA)								
HDH	Housing, Dining & Hospitality								
LRC	Licensing & Regulatory Compliance								
Other Additional Departments Reviewing this Project									
Community	CEQA Review for Mitigation Measures								
Community	Campus Landscape Architect								
Client	Client End User Stakeholders as Needed								
Other									

How to use this document: 1. In the UCSD Project Kickoff Meeting, the Design Team and UCSD Project Team shall fill out this Cover Page together, determining the responsible party for each of the Bluebeam-related project tasks in Section A, and the UCSD Departments reviewing the project in Section B. 2. Once the Sections are filled out, save the PDF. 3. In Bluebeam, open *all submittal files* requiring Reviewer comments. 4. Use the *Document > Insert > Pages from Document...* command in Bluebeam to insert this Cover Sheet *before the first page* in each of the submittal files. 5. Be sure to insert this completed Cover Page into submittal files *prior to adding documents* into the Bluebeam Studio Session.