

WMU Capital project plan review and inspection responsibilities

Item addressing:	Classroom/Dormitory projects	Non-classroom projects
Agree on Building Occupancy, Classification and Construction type <u>before or during the design</u>	*Zurich Design Professional Office Fire Safety	Zurich Design Professional
Liability and code plan review of Design Professional product	Zurich Office Fire Safety	Zurich Third-Party Plan Reviewer
Permits: Plumbing Electrical Mechanical Fire Protection	All Sub Contractors	All Sub Contractors
Field Inspections	Sub Contractors General Contractor Architect Office Fire Safety	Sub Contractors General Contractor Architect Third Party Inspector

*** Steps for sending in documents to be reviewed by Zurich (WMU's property insurance carrier).**

- 1 Project Manager gathers all construction documents needing plan review into a PDF.
- 2 Project Manager emails the PDF of the construction documents directly to Mike Fairfield, Senior Risk Engineering Consultant with Zurich, with a copy to Business Services (Michele L. Cole, Director and Laura C. Weber, Risk Analyst).
- 3 If documents can't be emailed as a PDF, contact Mike Fairfield directly for help (see contact information below).

4 Email all other plan review letters to Zurich when available.

5 Zurich contact information is as follow:

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