**Changes to the Instructions to Designers for**

**July 2021**

**1. GENERAL INSTRUCTIONS TO DESIGNERS**

* Clarified that Designer is responsible for providing minutes of all meetings and distribution within 7 days.
* Electronic copies of all Design Phase submittal documents required at each submittal

**3. INSTRUCTIONS TO DESIGNERS – ROOFING SYSTEMS**

* Electronic copies of all roofing data required at Construction Close-Out
* Roofing Manufacturer’s Guarantee Section revised to add requirement of Manufacturer’s Membrane Warranty form

**4. RECOMMENDED AGENDA FOR ROOFING CONFERENCES**

* Clarified that Designer is responsible for providing minutes of all meetings and distribution within 7 days
* **Agenda for Roofing Final Inspection and Wrap-Up** clarified that Roofing Manufacturer’s Guarantees are FP&C forms

**7. GUIDELINES FOR ELECTRICAL DESIGNERS**

* Revised Lighting to be LED, and revised language regarding Transformers.

**14. PRE-DESIGN CONFERENCE AGENDA**

* Clarified that Designer is responsible for providing minutes of all meetings and distribution within 7 days
* **Submittals -** Electronic copies of all Design Phase submittal documents required at each submittal
* **Submittals –** Office of Technology Services – added reference information to contact regarding telecommunications required
* **Submittals** – Emphasized requirement to coordinate with Utility Providers and their requirements throughout the design process
* **Additional Policies and Procedures** – Emphasized requirement for Designer coordination between all disciplines and documents throughout Design Phases and especially prior to Construction Document submittal

**15. PRE-CONSTRUCTION CONFERENCE AGENDA**

* Clarified that Designer is responsible for providing minutes of all meetings and distribution within 7 days

**28e. GUARANTEE - MEMBRANE ROOF MANUFACTURER**

* FP&C form provided, **MANUFACTURER’S NDL WATERTIGHTNESS MEMBRANE ROOFING SYSTEM WARRANTY**

All Sections (except for Membrane Roof Manufacturer’s Warranty) have been dated July 2021 to reflect the new issuance.