Summary

Laboratory and Facility Design/Construction Review Services
SOP-0007

Synopsis:

The purpose of this SOP is to establish standard operating procedures for Laboratory and Facility Design and Construction Review Services (LFDCRS) (also known as Lab Design) per the MIT Environment, Health and Safety Policy. These procedures are designed to ensure that EHS issues are addressed in a timely manner and applicable EHS regulations and codes are followed as changes are made to Institute laboratories, facilities and operations. Services include review of EHS issues in MIT Capital projects (new buildings or large renovations), Committee for Review of Space Planning (CRSP) projects (renovations and space changes), Repair / Maintenance and other DLC Projects, and the EHS Construction Safety Program services. Input on EHS issues is provided for all phases of the project.

Summary Procedure:

1. LFDCRS Service Team Leader (STL) is made aware by Campus Planning, Engineering and Construction (CPEC) during the conceptual planning stage of any reviews, scope of proposed renovations or new construction via Committee for Review of Space Planning (CRSP), Capital Projects, Department of Facilities (DoF) or other avenues including Memorandums of Understanding (MOUs) and PICS database.
2. STL assigns a Project Liaison (PL) and Construction Liaison (CL) (notifies appropriate EHS Deputy Director) for all lab renovations and newly constructed buildings.
3. PL and STL establish the appropriate EHS project review team.
4. The EHS project review team reviews project design/construction plans, notes and specifications and attends appropriate project planning and design review meetings.
5. The review is performed at appropriate milestones established by the Project Manager (PM) and STL, i.e., schematic design, design development, construction documents.
6. The review may include meeting with or speaking to the client and visiting the space. If the architect or contractor is new to MIT then a meeting will be held between EHS and the new firm to review EHS expectations and procedures.
7. Attend meetings where EHS issues are discussed. EHS to provide written comments.
8. The review should include a separate meeting with PM, Architect, Engineer and EHS Review Team to discuss EHS issues.
9. Comments are submitted to the PM in timeframe as agreed upon with the PM and depending on the size and complexity of the project.
10. Plans, drawings, blueprints, shop drawings, construction notes and specifications, EHS notes, EHS/DoF decisions, documents and meeting minutes will be kept for minimum of one year after the end of the project (occupancy of the building), located on EHS M drive, Project Design Review folder and hard copy files in EHS Office.
11. PM confirms in writing that all EHS recommendations are in the specifications/plans prior to completion of the design phase or give reasons why recommendations were not applied.
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12. Any disagreements between the PM and PL that have significant project impacts or health and safety considerations will be forwarded to CPEC and EHS senior management.

13. Any subsequent changes in the design plans (e.g. value engineering) or EHS considerations (e.g. new regulations or information) that affect EHS issues shall be immediately brought to the attention of the PL and the PM as appropriate.

14. EHS Guidelines for Building Design agreed to by EHS and CPEC will be followed, including revisions to approach made during project.