

# DFCM EDMS

## *Changes or Additions to Permitted Documents*

For Questions Contact:

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DIVISION OF  
FACILITIES CONSTRUCTION &  
MANAGEMENT

# Description

- ❑ The intent of the following slides is to show the **DFCM Project Manager** how they can add a “New Phase” to a project that has already been permitted.
- ❑ Some reasons for adding a “New Phase” would be to have approved Addendums, RFI’s, etc. on a particular project.
- ❑ Please note that the Project Contact (e.g. Architect, Engineer, etc.) do not have the ability to add a project phase. This must be performed by the **DFCM Project Manager**.



# Select the Project

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Rick James DFCM Project Manager

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PROJECT #	NAME	STATUS	REVIEWERS/INSPECTORS	PROJ. MANAGERS
<a href="#">14043700</a>	Exterior and Tunnel Lighting Improvements	Permits Issued	P. Tomasino, B. Gunn	Rick James
<a href="#">14041110</a>	CUCF Building and Facility Improvements	Permits Issued	F. Fire Marshal, P. Tomasino, C. Kimball, B. Gunn	Rick James
<a href="#">13285750</a>	Lassonde Entrepreneur Living Learning Center	Permits Issued	P. Tomasino, D. Kattelman, L. Kattelman, C. Hammond, C.	Rick James
<a href="#">13026750</a>	Business Loop Parking Structure	Permits Issued	C. Kimball, E. Calfa, B. Gunn, P. Tomasino, F. Fire Marshal	Rick James
<a href="#">13020300</a>	Unified State Laboratory Module 2	Permits Issued	F. Fire Marshal, P. Tomasino, C. Kimball, E. Calfa, C. Hammond	Rick James
<a href="#">12337750</a>	Crocker Science Center	Permits Issued	E. Calfa	Rick James
<a href="#">12337750</a>	Stewart Bldg Utility Decoupling	Verifying 1st		Rick James
<a href="#">11292750</a>	S.J. Quinney Law School	Permits Issued	F. Fire Marshal, E. Calfa, C. Kimball, J. Staheli, T. Williams	Rick James

For this sample project, let's say that Rick James would like to add a new Phase to one of his existing projects. First, you select the project.



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# Select “Submittals”

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## 11292750 - S.J. Quinney Law School

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**Submittals**

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### Project Description

Once you are brought to the project simply click on the “Submittals” tab.

Zip and Download (Custom)

### BASIC INFORMATION

Project Number:	11292750	Address:	380 South 1400 East
Project Name:	S.J. Quinney Law School		
Valuation:	\$48,000,000		Salt Lake City, Utah, UT 84112
Property #:			
Agency:	University Of Utah		

### WORK DESCRIPTION

Type of Work:	New Construction
Brief Description of Project:	This project is the construction of a new Building for the S.J. Quinney Law School.



# Select “Edit Submittal Phases”

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#### Submittals

Phase Item	1st Sub.	Newest	Sub. #	Review Type	Status	Action
<a href="#">Site &amp; Demolition Submittal</a>	05.24	06.07	2	Building Code	Accepted	<a href="#">View Permitted</a>
				Structural	Accepted	
<a href="#">Structural Package</a>	07.03	07.19	2	Building Code	Accepted	<a href="#">View Permitted</a>
				Structural	Accepted	
<a href="#">Comprehensive Package</a>	08.30	03.07	7	Building Code	Accepted	<a href="#">View Permitted</a>

On the “Submittals” tab click on the “Edit Submittal Phases” in the bottom right-hand corner of the screen.

[Edit Submittal Phases](#)



# Add a New Phase

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### Edit Submittal Phase Items

This is an administrative page for modifying the submittal phases and deferred items for an established project. If this project is marked for a 'Complete Submittal', the submittal phases cannot be changed. If documents have already been submitted to a phase, that phase can no longer be deleted.

#### Phased Submittal Items

Add Item

Site & Demolition Submittal

Edit

Delete

Structural Package

Edit

Delete

Comprehensive Package

Edit

Delete

#### Deferred Submittal Items

due date

Add Item

04 4200 Brick/Stone Veneer Assemblies Attachments

Edit

Delete

05 1200 Open Web Steel Joists and Girders

Edit

Delete

05 4100 Cold Formed Metal Framing

Edit

Delete

05 5500 Metal Fabrications (Stairs and ladders)

Edit

Delete

Now just type in the name of the new phase and click "Add Item".



# Add a New Phase

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#### Phased Submittal Items

Addendum #1

Add Item

##### Submittal Description:

This is a short description of the submittal item to be added. To the right is an approximate due date for the item - if a submittal is not made by that date the architect will be sent a reminder.

##### Phased Submittal Examples:

Core & Shell Package  
Site Preparation & Utilities Package

##### Deferred Submittal Examples:

Open Web Steel Joists  
Fire Sprinklers

#### Deferred Submittal Items

	due date	Add Item
04 4200 Brick/Stone Veneer Assemblies Attachments		Edit <input type="button" value=""/>
05 1200 Open Web Steel Joists and Girders		Edit <input type="button" value=""/>
05 4100 Cold Formed Metal Framing		Edit <input type="button" value=""/>
05 5500 Metal Fabrications (Stairs and ladders)		Edit <input type="button" value=""/>



# Permitted Separately

## DFCM v2



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Gail Youngblood DFCM Coordinator

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Phase Item	1st Sub.	Newest	Sub. #	Review Type	Status	Action
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				Structural	Accepted	
Structural Package	07.03	07.19	2	Building Code	Accepted	<a href="#">View Permitted</a>
				Structural	Accepted	
Comprehensive Package	08.30	03.07	7	Building Code	Accepted	<a href="#">View Permitted</a>
Addendum #1	Not Submitted			Assign Reviewers...	Awaiting Submittal	<a href="#">View/Upload Submittal</a>

Now the new phase is provided and you can notify the Project Contact (e.g. Architect or Engineer) that they can now upload the construction documents to that phase.

[Edit Submittal Phases](#)

[Edit Reviewers](#)