

INTER-COMPANY MEMO



TO: JR Harris

DATE: May 8, 1992
TO: ALL EMPLOYEES
FROM: K. S. FELDER KSF
SUBJECT: DRAFTING REQUEST FORM

In an effort to improve the scheduling of jobs into the Drafting Department and provide a better service, we have developed the attached Drafting Request Form. The top half of this form is to be filled out by the customer requesting drafting service.

The preferred start date is the date in which you are ready for us to start the design/drafting work. At this time we will need all of the vendor documentation and a scope of what is entailed for your project. The preferred completion date is the date that drafting needs to be complete. This date is very vital to me because it lets me know how many designers I need to put on the project to meet your completion date.

If you have any special instructions or if you are aware of anything that will effect the completion of this project, please explain under the remarks section. This is a good place for instructions regarding high priority jobs, coordinating with other disciplines, etc.

The bottom of this form will be filled out by both myself and the designer assigned to the project. We will use this information for tracking our performance and continuous improvement.

KSF/jcs

~~DRAFT 92-31~~

K 016702

PS-490

DRAFTING REQUEST FORM

DATE: _____ REQUESTOR _____

W.O. NUMBER/COST CENTER NUMBER: _____

PRIORITY NUMBER: _____

PROJECT DESCRIPTION: _____

PREFERRED START DATE: _____

PREFERRED COMPLETION DATE: _____

DRAFTING DISCIPLINES NEEDED (Check):

____ MECHANICAL ____ ELECTRICAL ____ INSTRUMENTATION ____ CIVIL/STRUCTURAL

LEVEL OF DESIGNER REQUESTED (Check):

____ SR. DESIGNER ____ DESIGNER ____ DRAFTER

REMARKS: _____

THIS PART TO BE FILLED OUT BY DESIGN SUPERVISOR AND/OR DESIGNER/DRAFTER

DATE RECEIVED: _____ DATE ASSIGNED: _____

ESTIMATED DESIGN M.H.: _____ EST. DESIGN SCHEDULE: _____

EST. NO. OF DWGS REQ'D: NEW D&E ____ NEW B ____ REV D&E ____ REV B ____

NOTE: AVG. MH/DWG FOR EST: NEW D&E 40 NEW B 20 REV D&E 20 REV B 10
THESE MANHOURS INCLUDE FIELD WORK, DESIGN, DRAFTING, CHECK & SCRUB

DESIGNER/DRAFTER ASSIGNED: _____

SCOPE/PLANNING START DATE: _____ ACTUAL DRAFTING START DATE: _____

DATE CHECK PRINTS ISSUED: _____ DATE CHECK COMPLETE: _____

DATE BID SETS ISSUED: _____ DATE CONSTRUCTION SETS ISSUED: _____

MANHOURS EXPENDED TO CHECK DRAWINGS: _____

MANHOURS EXPENDED TO SCRUB DRAWINGS: _____

NUMBER OF DRAWINGS ISSUED:

New D&E ____ New B ____ Revised D&E ____ Revised B ____

ACTUAL DESIGN MANHOURS EXPENDED: _____

REMARKS: _____

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