

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: FACILITIES MAINTENANCE AND ENGINEERING (FME) DESIGN CRITERIA	FMEP-P-0220	Rev. No. 0
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1.0 PURPOSE

To define the requirements for preparation and control of the Facilities Maintenance and Engineering (FME) design criteria.

Note: The intent is to have a single composite FME design criteria capturing the requirements of all the engineering disciplines.

2.0 GENERAL

Design criteria include the National Institutes of Health requirements and those standards, codes, regulations, and design bases which shall be used as a basis for design.

3.0 PROCEDURE

3.1 Preparation

Each discipline lead engineer is responsible for the preparation of that discipline's design criteria. The Manager of Engineering should be contacted for guidance in design criteria development.

The following sources shall be considered during preparation of the design criteria:

- (a) National Institutes of Health
- (b) Federal, state, local and industry design codes and regulations
- (c) Supplier criteria
- (d) Site conditions
- (e) Design input considerations (Exhibit A)

3.2 Numbering

The discipline design criteria are to be numbered in accordance with the Facilities Maintenance and Engineering procedure FMEP-P-0240, Document Numbering.

3.3 Cover Sheet

A cover sheet (Exhibit B) shall be provided for the FME design criteria.

3.4 Signoff

When the document has been completed, each discipline lead engineer will sign/initial the cover page.

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3.5 Review

The document shall receive an independent review for adequacy and accuracy from each engineering discipline. After completion of the review, each reviewer shall sign/initial the cover page.

3.6 Coordination

Each discipline lead engineer shall coordinate the review of the FME design criteria document with other affected disciplines. Each discipline lead engineer receiving the design criteria for compatibility review with their established criteria shall initial and return the review copy to the originating discipline lead engineer.

3.7 Review and Approval

The design criteria document shall be signed and dated by the Manager of Engineering.

3.8 Revision Control

3.8.1 Revision Methods and Identification

Revisions are made by page revision and shall be reviewed and approved in the same manner as the original. Revisions will be controlled using sequential revision letters during preparation and revision numbers beginning with the initial issue for use. The revisions are shown on the cover page. The FME Design Criteria document is to be entirely reissued with each revision.

The revision description block on the cover page is to be completed for all revisions.

3.8.2 Revision Control by Revision to Pages

All pages of the document will be identified with the latest revision. On pages with revised material, a revision bar is to be placed in the right margin next to the revised material.

FMEP-P-0220 Exhibits

Exhibit A – Design Input Considerations (2 pages)

Exhibit B – Design Criteria Cover Sheet (1 page)