EQA is comprised of two units: Design Review (DR) and Commissioning & Inspection (C&I). Each is a diverse team consisting of experienced architects, engineers and construction experts. These professionals bring specialized knowledge of the institution to projects and provide independent oversight of the project from concept phase to completion.
**Concept Phase**

- Evaluate project scope for:
  - Appropriateness
  - Suitability
  - Completeness
  - Clarity

- Review project program:
  - Comprehensive scope of work
  - Preliminary design options
  - Preliminary site plan

- Participate in PSC selection

**Design Phase**

- Conduct progressively more detailed reviews as the design develops
- Create and maintain the campus Facilities Standards
- Serve as a technical resource to the campus for facilities questions
- Assure that campus energy and sustainability goals are being considered in all construction projects
- Convey comments on incompliant and non-compliant documents to users and project team

**Construction Phase**

- Draft the Owners Project Requirements
- Draft the Commissioning Plan
- Review and testing of all building systems
- Assemble commissioning documents
- Perform walk through
- Accept contractor punch list and submit all documents
- Determine if project is substantially complete

**Warranty Phase**

- Review building problem reports
- Identify warranty problems
- Work to find a solution
- Verify the building functions as designed
- Conduct post occupancy review

**Design Review**

Design Review (DR) performs independent reviews of the architectural and engineering design to ensure compliance with project scope and user requirements and adherence to University standards. The unit also confirms campus energy conservation and sustainability goals are being met.

**Concept**

DR works with Capital Programs to develop a reliable budget and schedule. This often means resolving site, utility, and other existing conditions to assess the true cost and impact of the project. A DR representative also serves on the Professional Services Consultant (PSC) selection committee.

**Design**

After a project is transferred to the Project Manager (PM), DR works with the PSC and PM to evaluate the program. The PSC then provides the project’s design and construction strategy through drawings and specifications. At the end of each phase of schematic design (SD), design development (DD), and construction documents (CD), a review is conducted to verify project alignment with the established program scope, schedule, and budget.

**Commissioning & Inspection**

Commissioning & Inspection (C&I) serve three functions: independent inspection of construction, commissioning of building systems, and warranty phase administration. The Commissioning teams initiate and document the commissioning process and verify that all building systems are fully operational under all conditions.

**Construction**

Prior to bidding, a lead inspector is assigned to work with the PM to enforce the construction contract. Assisting the lead inspector are inspector specialists in:

- General construction
- Site/Civil
- Heating, ventilating, and air conditioning
- Plumbing
- Fire protection
- Electrical
- Life safety systems

During construction, specific responsibilities of the inspectors include:

- Providing technical support for Capital Programs PM
- Summarizing roles of the inspectors and unique aspects of the project at the pre-construction meeting
- Reporting all non-conforming work and follow-up on the resolution
- Ensuring all testing is observed by the PSC or C&I inspectors
- Verifying all requirements of the contract are met

**Warranty**

A project is complete when the building is fully operational. To determine if the installation meets all contract and LEED certification requirements, all systems are tested under varying conditions for normal and emergency operation. Following commissioning, the lead inspector becomes the warranty officer, administering warranty issues, and concluding with a post warranty project close-out.