

# BCOM NEWSLETTER

Issue # 40

April 2018



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**April 9, 2017 was a beautiful spring day** in Taylors, South Carolina with plenty of children enjoying the day at the annual Spring Carnival. The wind suddenly picked up, un-anchoring one of the carnival's inflatable bounce houses, lifting the device 10 to 15 feet into the air before it came slamming down to the ground. Seconds later, gusts lifted a second bounce house approximately 25 to 30 feet up in the air where it caught and snapped power lines before falling to the ground. Reportedly, the bounce houses were anchored to the ground, but the wind was so strong, it ripped the straps from the anchors. Five children were hurt in this incident, two of them seriously. <sup>1</sup>

According to the U.S. Consumer Product Safety Commission, between 2003 and 2013, there were 12 deaths involving inflatable amusement devices. Approximately 16,900 emergency department treated injuries are associated with inflatable amusement devices each year.<sup>2</sup>

The **2012 Virginia Amusement Device Regulations (VADR)** promotes safety by establishing the regulatory standards for the design, construction, maintenance, and operation of amusement devices. Prior to operating regulated amusement devices on state property, *agencies must obtain a permit for each device.*

**What is an amusement device?** Under VADR, 13VAC5-31-20a, “*amusement device*” is defined as (i) a device by which persons are conveyed or moved in an unusual manner for diversion, but excluding snow tubing parks and rides, ski terrain parks, ski slopes, and ski trails, and (ii) passenger tramways.

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<sup>1</sup> Associated Press Reports, April 9, 2017

<sup>2</sup> U.S. Consumer Product Safety Commission (2015), Estimated Number of Injuries and Reported Deaths Associated with Inflatable Amusements 2003-2013, February 2015

**Amusement Devices addressed by the Virginia Amusement Device Regulations (VADR) include:**

1. Gravity Rides: Those where gravity is responsible for all or some of the movement, and where any vertical movement is not about a fixed point, such as roller coasters and water slides.
2. Concession Go-karts: A single vehicle with a maximum capacity of two persons. Drivers control acceleration/speed/braking/steering within a contained track.
3. Inflatable Amusement Devices: Inflatable bounce houses, slides and obstacle courses. They can be dry, wet or a combination of the two.
4. Artificial Climbing Walls: An artificially constructed, rocklike wall by means of footholds and handholds and, typically, a belaying device.
5. Bumper Boats: An amusement ride that uses inner tube shaped watercraft that can be steered by the rider in a pool or pond with the objective to crash into other bumper boats for fun.
6. Zip Lines: An inclined cable with a suspended rider pulley and harness attachment.
7. Bungee Jumping: Jumping from a tall structure while attached to an elasticized cord.

**Equipment or devices not considered amusement devices regulated by VADR include:**

1. Non-mechanized Playground Equipment: Swing sets, sliding boards, climbing bars, jungle gyms, skateboard ramps where no admission fee is charged.
2. Coin-operated Rides: Rides designed to accommodate three or less passengers;
3. Water Slides: Water Slides used in community swimming pools.
4. Mechanical Bulls: Machine that replicates the sensation of riding a bucking bull.
5. Mall Trains: Electric trackless trains for malls.
6. Water Walking Balls: Otherwise known as euro bubbles.

**Application for Permit to operate an Amusement Device on State Property:**

An Amusement Device Permit is needed prior to using or operating regulated amusement devices on state property. Application for Permit to erect and use temporary structures must be submitted to the Building Official at least 10 days prior to the proposed use. Amusement device permit application submittals are reviewed for compliance with the requirements for the various devices that are detailed in the VADR.

1. **Form CO-17 TMP**: Agency is to complete all of the required fields on Form CO-17 TMP in [BITS](#). A separate CO-17 TMP is to be completed for each different amusement device.
2. **CO-17 TMP Attachment One**: Agency is to download the “CO-17 TMP Attachment One” (DGS-30-190) from the DGS Forms Center. All information on Attachment One is to be completed and forwarded to [boforms@dgs.virginia.gov](mailto:boforms@dgs.virginia.gov). A separate Attachment One is to be completed for each different amusement device.

**3. Additional Information Needed:**

- a. Insurance: Proof of liability insurance, an amount not less than \$1,000,000 per occurrence;
- b. Site Plan: A simple site plan indicating the location(s) of the amusement device(s) and indicating an accessible route to the device(s) from an accessible building or parking area;
- c. Inspection Certificate: Current certificate(s) of inspection by an inspector who is certified as an amusement device inspector by the Virginia Board of Housing and Community Development;
- d. Other: Any other information necessary in order to permit the device, such as details to assure a safe adaptation to the site and manufacturer's product data / instructions.

Don't let an accident spoil your event. Proper planning and compliance with the Virginia Amusement Device Regulations will help to minimize risks and make celebrations safe and fun for everyone!

**Resources:****2012 Virginia Amusement Device Regulations:**

<http://www.dhcd.virginia.gov/images/SBC/CodeBooks/2012%20Virginia%20Amusement%20Device%20Regulations.pdf>

**U.S. Consumer Product Safety Commission – Amusement Ride Safety Bulletin:**

<http://iaevirginia.com/clientuploads/safety/201508%20Amusement%20Ride%20Safety%20Bulletin%20Inflatables.pdf>

## CBR Season Starts Soon

Just a reminder to agencies, "CBR season" starts soon. Please remember to use the new **CR-1** form to assist in the preparation of Capital Budget Requests.

To learn more about the CR-1, Project Planner, see the article in BCOM's [January 2018 Newsletter](#) (Newsletter #37).

The [CR-1 \(aka, DGS-30-199\)](#) is available for download from the DGS Forms Center.



## 2018 CPSM Rev 0 Appendix S

*The 2018 Edition of the Construction and Professional Services Manual will be issued on, or about, May 31, 2018. Appendix S of the current CPSM has been modified to better clarify the requirements for (and timing of) the submission of documents in electronic format for BCOM review. Following is an advance copy of the updated Appendix S which will appear in the new 2018 CPSM:*

### **APPENDIX S - BCOM ELECTRONIC DOCUMENT REVIEW (EDR) PROCESS DOCUMENT SUBMITTAL REQUIREMENTS**

The purpose of the BCOM Electronic Document Review (EDR) process is to facilitate the document submittal and review processes for both BCOM and our customer agencies. Use of this process is encouraged, as it should save agencies considerable reprographics costs during each of the design review phases.

#### **Phased Rollout:**

BCOM will contact each agency by email when the agency is eligible to make electronic submissions. The email will be sent to the BITS Agency Access Coordinator (AAC) as described below. Electronic submissions will be made via a BITS upload menu. (See below.) Agencies will be required to identify those users who are authorized to upload submissions. For the initial rollout for each agency, a BITS “multi-user permissions form” will be provided to the BITS Agency Access Coordinators. After the initial agency rollout, additional users can be granted authorization using the standard individual User Account Request (UAR) form.

#### **Electronic Submittals versus Paper Submittals:**

The submission of electronic documents is at the option of the agency. If the agency wishes to submit paper documents, the submittal process for number of copies is found in CPSM Section 5.11.1. The submission of documents for review can be either electronic or paper, but not both. Use only one method for submittals.

#### **Sensitive Documents:**

When documents are required by the agency to be secure, or are determined by the agency to be sensitive, paper submissions are required.

#### **Procedure:**

To make the electronic submittal process effective, efficient and economical, the following are required:

#### **Responsible Party:**

The Agency Project Manager or other designated agency user – not the A/E – shall submit the electronic documents to BCOM.

**Submittal Process:**

Electronic versions of document submittals shall be made via the BITS “Agency Document Submittal” menu/screen. Please see an example screen and “file” and “batch” naming examples on Attachment A. Agency Access Coordinators (AACs) shall designate those agency BITS users who have permission to submit documents in electronic format via this BITS screen.

In addition to the electronic documents, submit one half-size paper copy of the electronic document, plotted from the same files as the electronic version. Include the Transmittal for BCOM Review Services, form DGS 30-380, indicating that the half-size set is accompanying the electronic submittal.

**Record Documents:**

Three full size paper copies of the Permit Documents – drawings, project manuals and related supporting documents - shall be made after the final electronic Working Drawing submittal has been reviewed, approved by BCOM, a Contractor has been selected and a Building Permit is requested through BITS. This is necessary for BCOM compliance with current COV and DGS records management policies. **These three paper copies of each document type are a requirement for the Building Permit. Please assure the required paper copies, displaying signed, dated seals of the responsible design professionals, are submitted to allow BCOM to issue the Building Permit in a timely manner.**

**Electronic Drawings:**

Submit the drawings in searchable vector PDF format, flattened, and generated from the source program (i.e. AutoCAD, Revit) and combined into a single electronic document.

If the paper drawings to be used for the permit sets will be formatted as volumes, then the electronic document submittal shall be formatted in similar volumes/files.

Text shall utilize TrueType fonts and shall be recognizable as text in all documents. BCOM standard symbols (refer to CPSM Section 5.2.6) shall be provided for all elevations, sections and details. Text includes all standard symbols referencing sections, details, enlarged plans or other relevant information. When images are inserted, such as photographs or UL listings for example, add the text standard symbol below the image, when the image must be referenced to another sheet or detail.

**The sheet title block and sheet number shall be in a consistent location on all sheets and across all disciplines.**

A 2" H X 4" W area shall be reserved in a consistent location in the title block of ALL drawings for the BCOM ELECTRONIC APPROVAL STAMP. This area shall be completely blank on all sheets with exception of the borderline. This is applicable to all sheet sizes.

**Project Manual:**

Submit the project manual as a single document in searchable PDF format generated from the source program (i.e., not scanned).

Document shall include “bookmarks” to facilitate locating document sections.

A 2” H X 4” W area shall be reserved in a consistent location in the project manual cover for the BCOM ELECTRONIC APPROVAL STAMP. This area shall be completely blank with exception of the borderline.

**Other documents:**

Submit other supporting documentation in PDF, Word, or Excel format.

**Responsible Design Professional’s Electronic Seal and Signature:**

The responsible design professional (RDP) shall electronically seal, sign and date each drawing and the first page (or applicable pages if an RDP is responsible for parts of the specifications) of the project manual table of contents.

Electronic seals, signatures, and dates shall comply with CPSM Section 5.2.1.1.

**Security:**

Document security must allow BCOM to electronically mark-up drawings and the project manual, and to add or remove sheets.

**Scale:**

Drawings shall be generated at a defined scale (i.e.  $\frac{1}{4}'' = 1'$ ,  $\frac{1}{2}'' = 1'$ , etc...) to allow reviewers to calibrate the drawings for measuring distances and calculating areas for code and cost review. Each sheet shall illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale shall accompany the applicable detail.

**Page Orientation:**


All drawings shall be set to landscape orientation with the top of the page at the top of the monitor. A north arrow shall be included on all drawings. Other submittal types (project manuals, calculations, cost estimates etc.) may be set to either landscape or portrait orientation with the top of the page at the top of the monitor.

## APPENDIX S - BCOM ELECTRONIC DOCUMENT REVIEW (EDR) PROCESS DOCUMENT SUBMITTAL REQUIREMENTS

### Attachment A

The projects will be named through BITS for consistent tracking by BCOM. In the example below, if the agency uploaded a file named "Drawings.pdf", the file name upon arrival at BCOM would be:

**WD-2-239-A6239-001-Drawings.pdf**



### Agency Document Submission

[Home](#) > Document Submission

#### Agency Document Submission

Prior to uploading documents, please give each document a brief file name which describes the content (e.g. Drawings, Specs, Transmittal Forms, Responses). This helps to avoid processing delays and to assure documents are routed to the appropriate BCOM review team.

**Steps:**

- Enter a brief "Batch Name" describing the type of submittal (e.g. WD, PD, SC).  
 Batch Name: \* required  
  
 Agency Code:
- If known, enter the 5 digit project number. If unknown, leave blank.  
 Project Number:
- If known, enter the 3 digit project number. If unknown, leave blank.  
 Subproject Number:

**Upload Document:**

- Select each document individually to upload.  
 \* You must complete the Batch Name field prior to document selection.

Delete	Batch Name	Document Name	Agency Code	Project Number	Subproject Number	Revised By
<input checked="" type="checkbox"/>	WD-2	WD-2-239-A6239-001-Drawings.pdf	239	A6239	001	alee239
<input checked="" type="checkbox"/>	WD-2	WD-2-239-A6239-001-Specs.pdf	239	A6239	001	alee239
<input checked="" type="checkbox"/>	WD-2	WD-2-239-A6239-001-Responses.docx	239	A6239	001	alee239
<input checked="" type="checkbox"/>	WD-2	WD-2-239-A6239-001-CO-6a and 6b.xlsx	239	A6239	001	alee239

- Once all documents have been uploaded, click the "Submit Documents" button.  
 Once submitted, documents are transmitted to BCOM and are no longer accessible by the agency.

Please, contact [capout@dgs.virginia.gov](mailto:capout@dgs.virginia.gov) with any questions or issues uploading documents.