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Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings

Returning to State Buildings with Epidemic Conditions Still In Place

Plumbing

Plumbing fixtures such as toilet rooms and drinking fountains shall not be restricted from use (placed out of order or closed) while state buildings are occupied. The minimum number of required plumbing fixtures in a building is provided based on the permitted design use of the building as well as the permitted occupant load. Where a building is proposed to be opened with a significantly reduced occupant load for an extended period of time (such as a large classroom building opened only to teachers and staff for the fall semester due to online instruction), restriction of some toilet fixtures and drinking fountains from use may be desired for access control or to lessen the burden of enhanced cleaning measures. In such cases a Special Use Permit shall be obtained that specifically details the intended reduced occupancy along with a plumbing fixture calculation per the Virginia Plumbing Code Chapter 4, and the requested plumbing fixture access modifications. Plumbing fixture access may only be restricted where the Special Use Permit is approved.



Please note that properly installed and functioning drinking fountains are designed to prevent cross-contamination between users, however, there can be a perception of vulnerability to contamination and frequent cleaning between users may not be feasible. In these cases, it may be appropriate to substitute bottled water dispensers with disposable paper cups and allow temporary closure of the drinking fountains, however; as this is a change to the building's required number of plumbing fixtures, a Special Use Permit is required.

Most buildings have remained in use and the plumbing systems have not been affected. If a building has been vacant during epidemic conditions, contact DEB for assistance in recommissioning the plumbing systems.

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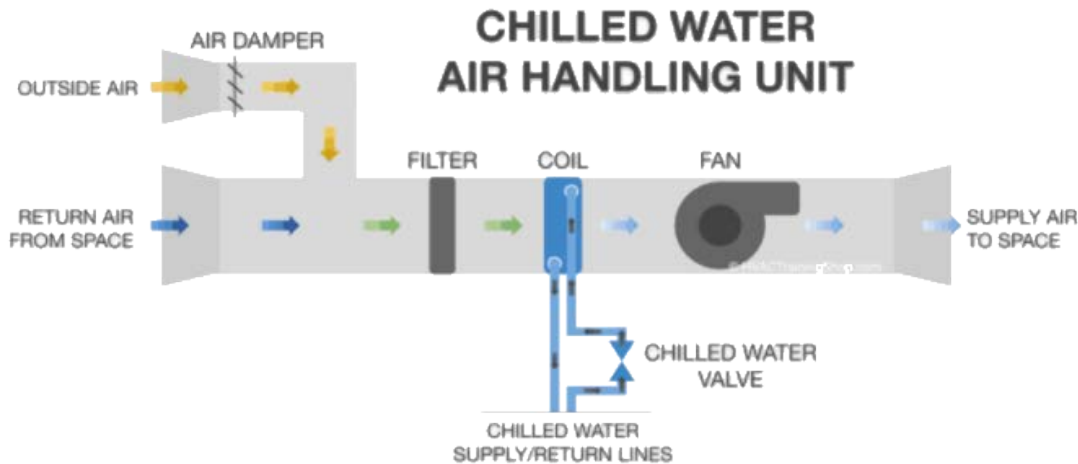
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HVAC

The DEB May 2020 paper, *Infectious Aerosol Control Strategies for Reopening State Buildings with Epidemic Conditions Still in Place*, provides guidance on the steps necessary to reopen state buildings.

The general guidance for operating buildings with epidemic conditions still in place is to increase the amount of outdoor air provided to the greatest extent possible while maintaining temperature and humidity control in the building, enhancing air handling unit filtration to MERV-13 or to the best efficiency the air handling systems can support, and flushing the building with outdoor air prior to occupancy. Contact DEB for specific guidance.



Operating the HVAC (ventilation) systems above code required minimum outdoor air (ventilation rate) will result in additional energy and operational costs. While saving energy is normally a prime concern, the priority for operation of mechanical systems in state buildings is, first and foremost, life safety and human welfare before energy savings. During epidemic conditions this means opening the outdoor air dampers beyond their minimum position even when it is less efficient and using higher efficiency filters even though it increases fan power consumption.

The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) provides recommendations such as using Ultra-Violet Germicidal Irradiation (UVGI) systems to inactivate viruses, however, the modifications necessary to the air handling systems to implement UVGI will require a building permit and possible replacement of existing mechanical systems to provide sufficient space. Because a building permit is required for the design and installation of work of this nature, contact DEB prior to proceeding.

ASHRAE continues to produce recommendations and reference documents to facilitate building operators and engineers in opening buildings and managing the COVID-19 risk from a building's systems standpoint (www.ashrae.org/covid19). These recommendations include what currently should be done to reopen buildings as well as considerations in building design. Readers are strongly encouraged to review the resources ASHRAE has provided as they are too detailed to be fully reviewed in this article.



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Submitting Forms and Other Documents to DEB Electronically

DEB utilizes several different paths for electronic document submittal which vary based upon document type. Each submittal path is discussed in more detail in this article. At the summary level, documents are either submitted through the Building Information Tracking System (BITS) web application or are submitted as email attachments.

Most major forms are “submitted” by the agency by completing online forms within the BITS web application. BITS is also the required means for agencies to submit the electronic versions of plans, specifications, and related documents for EDR (electronic document review) by DEB’s professional staff.

Email attachments are submitted to one of the following special email addresses:

- coforms@dgs.virginia.gov
- boforms@dgs.virginia.gov
- bits@dgs.virginia.gov
- seminars@dgs.virginia.gov
- capout@dgs.virginia.gov



The use of these different submittal paths is designed to provide more timely and efficient processing of documents. Each of these special mailboxes is monitored by several DEB staff members, with one staff member assigned as the primary processor for that mailbox and other staff members assigned as designated backups. If one central mailbox were used, one staff member would need to first pre-screen all incoming documents to route them to another processor. By using different mailboxes the pre-screening is, in essence, done by the submitter and it immediately directs the document to the specific DEB staff member who handles the initial administrative intake of that document type.

I. FORMS

There are two major groups of forms, “CO Forms” (Capital Outlay forms) and “BO forms” (Building Official forms). Actually both groups of forms share the same “CO-___” naming convention, a carryover from when DEB was known as the Bureau of Capital Outlay Management. Since 2000, each DEB form has carried a unique DGS form number (e.g., DGS-30-__) and an associated revision date (e.g., “Rev. mm/yy”); however, the legacy “CO” form numbers are still maintained for ease of reference.

a) Capital Outlay Forms

The major “CO Forms” processed via the web-accessible BITS application are shown below. The CO-3 and CO-11 in BITS are actually just logs of the key data entered by DEB staff from the CO-3 (A/E Contract) and CO-11 (Construction Change Order form) documents that are submitted by agencies to DEB via the coforms@dgs.virginia.gov email address. The other CO forms shown below are online forms completed within BITS by the submitting agency. The CO-2 form is used to document a project’s budget and sources of funding; the CO-4, CO-5, and CO-6 forms document completion of key stages of project design; the CO-8 form documents construction contract award; and the CO-14 documents project completion.

CO-2	Authority to Initiate Capital Outlay Project
CO-3	A/E Contract Log
CO-4	Application for Approval of Schematic Design
CO-5	Application for Approval of Preliminary Design
CO-6	Application for Approval of Working Drawings & Specifications
CO-8	Approval to Award Construction Contract
CO-11	Construction Change Order Log
CO-14	Project Completion Report

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b) Building Official Forms

The key “BO Forms” are also processed via the web-accessible BITS application. BO Forms are subdivided into two major categories – Permits and Certificates:

- Permits (CO-17...) provide approval by the State Building Official of the documents used for construction and allow the work to commence;
- Certificates (CO-13.3...) provide the State Building Official’s approval for temporary or final use/occupancy of a facility or structure.

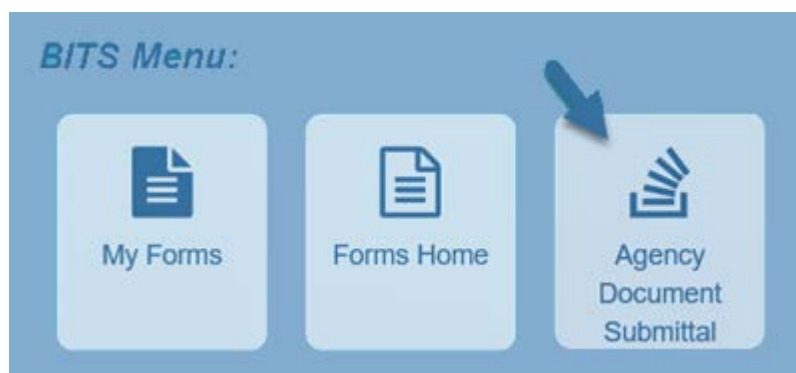
As noted below, there are several variations of these forms, depending upon the type of facility, structure, or use. These forms often require supporting documentation, which should be submitted to DEB via the boforms@dgs.virginia.gov email address.

CO-17	Building Permit for Construction
CO-17IND	Building Permit for an Industrialized Building
CO-17MAN	Building Permit for a Manufactured Home
CO-17TWR	Building Permit for a Tower
CO-17TMP	Building Permit for a Temporary Structure (e.g., tents, stages, bleachers, etc.)
CO-17SPC	Special Use Permit
CO-13.3	Certificate of Use and Occupancy
CO-13.3IND	Certificate of Use and Occupancy for an Industrialized Building
CO-13.3MAN	Certificate of Use and Occupancy for a Manufactured Home
CO-13.3TWR	Certificate of Use for a Tower
CO-13.4	Building Permit Close Out
CO-13.5	Beneficial Occupancy

Besides these key Capital Outlay and Building Official forms, there are a number of other supporting forms that are available from the [DGS Forms Center](#). [CPSM Chapter 8](#) (especially Sections 8.5, 8.6, and 8.7) covers the usage and submittal requirements of forms in detail. Forms are also given significant coverage in both the CPSM and VCCO webinars. Agency staff and consultants new to the Commonwealth of Virginia’s design and construction procurement processes are highly encouraged to attend a CPSM webinar.

II. EDR (Electronic Document Review) Submittals

Electronic Document Review (EDR) submittals have been discussed in several earlier DEB Newsletter articles and key information is available on DEB’s EDR webpage. Agency staff must have [BITS access](#) and appropriate processing permissions to make EDR submittals via the BITS “Agency Document Submittal” menu. Please refer to the [EDR webpage](#) and CPSM Appendix S for the various requirements for making EDR submittals. EDR submittals became the mandatory means for plan review submittals effective August 1, 2020.



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III. Submittals via DEB's Special Email Addresses

As noted earlier, DEB utilizes five special email addresses for documents submitted as attachments to emails. Below is a summary of the types of documents to submit to each of these special addresses:

Document Type	Description	Email Address
Capital Outlay Forms	<p>Primary Capital Outlay (CO) forms are processed within BITS application, however, supporting documents should be emailed to the "coforms" email address.</p> <p>For questions or other assistance in processing CO forms within the BITS application, email the "coforms" address or contact Ralph Smith at (804) 225-3769, or alternatively, James McCue at (804) 786-5648.</p>	coforms@dgs.virginia.gov
Building Official Forms	<p>Primary Building Official forms (i.e., Permits and Certificates) are processed within the BITS application, however, supporting documents should be emailed to the "boforms" address.</p> <p>For questions or other assistance in processing BO forms within the BITS application, email the "boforms" address or contact Amanda Wagner at (804) 786-0402, or alternatively, James McCue at (804) 786-5648.</p>	boforms@dgs.virginia.gov
Seminars & Certifications	<p>For questions or other assistance regarding CPSM Seminars, VCCO Seminars, and VCCO Certification, email the "seminars" address or contact James McCue at (804) 786-5648.</p>	seminars@dgs.virginia.gov
Misc Project Document Submittals & General Questions	<p>For project document submittals (excluding EDR submittals and CO and BO forms supporting documentation), use the "capout" email address.</p> <p>General questions may also be emailed to this primary DEB email address. They will be directed to an appropriate DEB staff member to address.</p>	capout@dgs.virginia.gov
BITS User Forms and Technical Assistance	<p>For BITS system technical issues or for submission of BITS UAR forms and AAC forms, use the "bits" email address.</p> <p>System technical questions may also be directed to Amanda Wagner at (804) 786-0402 or Brian Hudnall at (804) 371-7543.</p>	bits@dgs.virginia.gov

DGS-30-380 Transmittal Form

Regardless whether a submittal for DEB review services is made electronically via BITS or as an email attachment, always include a properly completed [Form DGS-30-380, Transmittal for DEB Review Services](#) to assure documents are properly identified, classified and routed

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DEB Forms Update

The following recently revised DEB forms are now available on the [DGS Forms Center](#):

Form Name	DGS Form #	Version	Alternate ID #
DEB Forms Master List	DGS-30-000	08-20	(DEB Forms List)
General Conditions of the Construction Contract	DGS-30-054	08-20	CO-7
General Conditions of the Design Build Contract	DGS-30-056	08-20	CO-7DB
General Conditions of the Construction Management Contract	DGS-30-057	08-20	CO-7CM
Contractor's Statement of Qualifications	DGS-30-168	08-20	CO-16
Cost Review Questionnaire	DGS-30-198	08-20	CR-2
Supplemental General Conditions for Job Order Contracting	DGS-30-520	08-20	—



Electric Vehicle Charging Stations (EVCS)

DEB procedures for the installation of electric vehicle charging stations on state property are available on the [DEB website](#).



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