

Stand-Up Reviews

A stand-up review is a consultation conducted by web conference in which the facility's design professionals present documents for review. Stand-up review appointments are available for all stage 1 and 2 submissions and for stage 3 submissions of a small project when approved by the office supervisor. Appointment availability is limited and based on 3-week review/survey cycle.

Use the following email addresses to request an appointment. See [OPC Territory Map](#) to identify the appropriate regional office for your facility.

Tallahassee Office: OPCSTANDUP.TLH@ahca.myflorida.com

Miami Office: OPCSTANDUP.MIA@ahca.myflorida.com

Orlando Office: OPCSTANDUP.ORL@ahca.myflorida.com

Tampa Office: OPCSTANDUP.TPA@ahca.myflorida.com

Request must include the name of the facility, the project name, the type of review requested (stage, I, II, or III), and the time frame for the request (e.g. first available after 7/1). **For stage III requests**, provide a brief description of the project and plans or sketches to depict the scope of work. This will be used to determine eligibility for a stage III stand-up review.

You will receive an invitation to join a web conference using Microsoft Teams. Prior to the week of the appointment please submit the following as instructed by the invitation:

- Project documents (drawings, ICRA, functional program, specifications, studies, ...) in PFD format. Please include the facility name and project ID number on the documents. For Stage III documents see [Signature and Sealing Requirements](#).
- A picture of the check for the initial application fee (unless previously submitted with an earlier stage I review). The original check must be mailed to the office. See [Fees and Payments](#) for additional information.
- A completed [Application for Plan Review](#) (unless previously submitted with an earlier stage I review).
- If the review is for a proposed new facility include a completed [New Facility Form](#).

Failure to submit the required documentation by 8:00 AM on Monday of the week of the review may result in cancellation of the appointment.

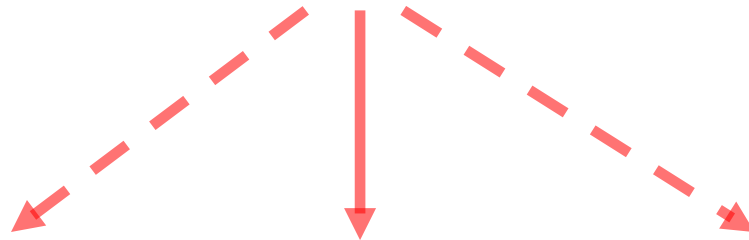
The Agency's security protocols do not permit the use of drop boxes, but the use of some secure FTP sites is allowed. Otherwise, attach the documents to an email (separating the Architectural, Electrical, and Mechanical pdf files). **Do not submit both electronically signed/sealed documents and paper copies. PDF drawings must be flattened (compressing all individual layers into a single layer), permission for commenting must be set to "allowed", and permission to change the document set to "not allowed".**

Project Orientation

Project Orientation Meeting

Attendees: Architect, MEP Engineers, Facility Representative(s)

Process: Lead design professional provides an overview of the project followed by a brief discussion of interdisciplinary issues. Breakout meetings follow.



Project Professional Discipline Review

Electrical Review Meeting	Architectural Review Meeting	Mechanical Review Meeting
Attendees: OPC engineer, design engineer, facility rep. (optional)	Attendees: OPC architect, design architect, facility rep. (optional)	Attendees: OPC engineer, design engineer, facility rep. (optional)
Process: OPC engineer shares screen and reviews document set. design engineer provides feedback as necessary to aid the design review, inquire about cited deficiencies or expectations of future submissions.	Process: OPC architect shares screen and reviews document set. design architect provides feedback as necessary to aid the design review, inquire about cited deficiencies or expectations of future submissions.	Process: OPC engineer shares screen and reviews document set. design engineer provides feedback as necessary to aid the design review, inquire about cited deficiencies or expectations of future submissions.

OPC Tri-weekly Review/Survey Cycle

