

From: Assoc of Educational Safety & Health Professionals, Inc.
To: AESHPL@NETPALS.LSOFT.COM
Subject: FW: NYSED Change in Visitor Policy & Change in Electronic Project Review due to COVID-19

From: EMSCFP [EMSCFP@nysed.gov]
Sent: Wednesday, March 18, 2020 4:49 PM
Subject: NYSED Change in Visitor Policy & Change in Electronic Project Review due to COVID-19

Please share below with membership:

VISITORS TO OFFICE OF FACILITIES PLANNING - CHANGE IN POLICY DUE TO COVID-19

- Starting immediately, unannounced visitors to the State Education Department are no longer allowed.
- If you need to drop off project submissions or other project correspondence, you are requested to call ahead to make arrangements. Our staff will need to meet you at the entrance to pick up the documents.
- Please call our office phone at (518) 474-3906 in advance to schedule a time to drop off documents.

ELECTRONIC PROJECT REVIEW - CHANGE IN PROCESS DUE TO COVID-19

- Starting March 19th, 2020 the Office of Facilities Planning will allow PDFs of SED paperwork (maximum 8-1/2x11 size) for final project submissions to be uploaded to the Dataflow Laserfiche electronic review system together with the drawings and specifications.
- Please send an email to emscfp@nysed.gov with the subject "SED Project #XXX Ready for Prescreening". The body of the email message should include all SED project numbers associated with the submission. All SED project numbers are required so that we can pull the appropriate project folders for the paperwork. We will download the SED final submission paperwork from and perform prescreening of the project in accordance with current procedures.
- Preliminary Submissions will not be accepted in the electronic review system and still need to be submitted in hard copy only.
- Change Orders/Contingency Allowance Authorizations will not be accepted in the electronic review system and still need to be submitted in hard copy only.

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