**Maintenance Plan Review Process**

The project manager will invite the Maintenance Division to review the plans at least one time during the design phase of the project. The project manager will determine at what design phase to send plans to them. This will depend on the scope and nature of the project. Typically, they would prefer to have them sent at the first final plan stage, when they are more complete. However, if you believe that it is critical to get their opinion on something at an earlier stage, you can either send them an additional link to the plans or include them on correspondence or meetings.

The project manager will correspond with the Public Works Superintendant and the Civil Engineer within the maintenance division to determine the main project liason from the maintenance division. That liason will determine which maintenance division managers should be given access to review the plans. The electronic “Maintenance Plan Review Memo” should be completed by the appropriate responsible managers and attached to the electronic plans once review has been completed.