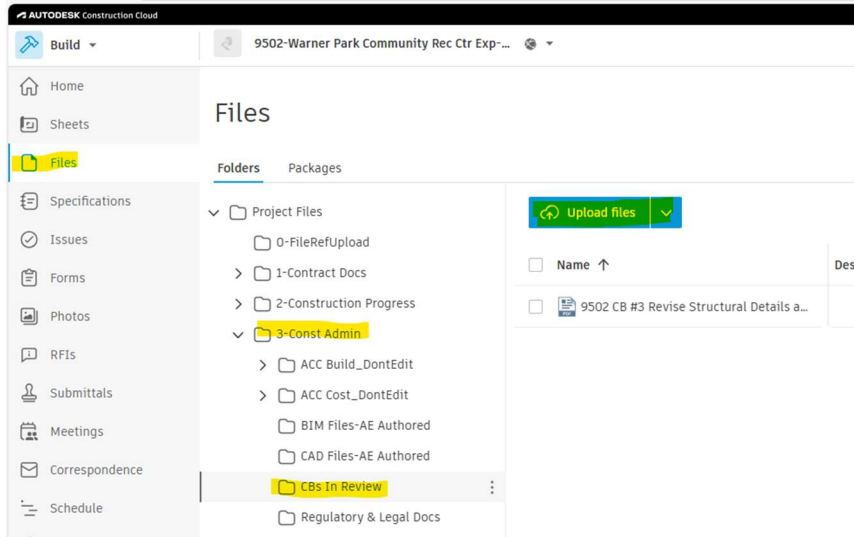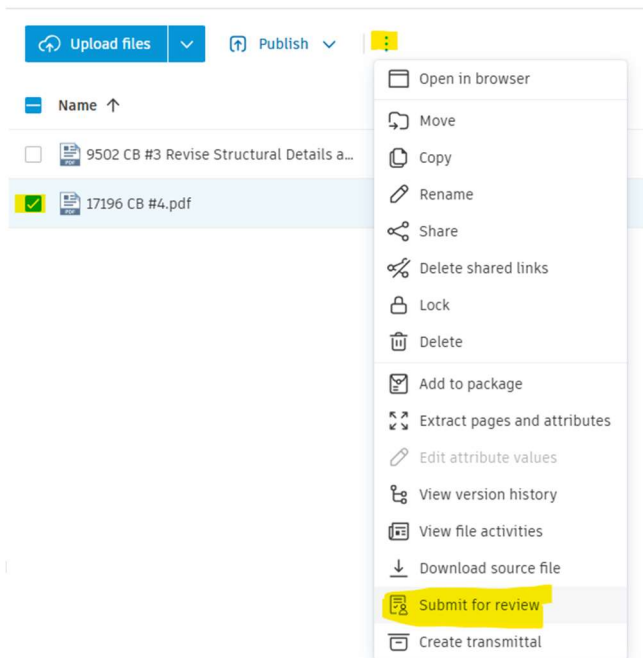# City of Madison Engineering Facilities Management Construction Bulletin Process

A/E Project Manager-Upload and submit CB for Review

Browse to the *CBs In Review* folder. Upload file with CB# in name

Submit for Review:

Select the only Approval workflow option. Type CB # for Review Name:

Submit for review ✕

Approval workflow *

CB Review FM ⌄

Overview ⌃

Description
File naming standard example: CB-001<Project name>
Reviewer(s) & Approver(s) ⓘ
City Engineering Review candidate reviewers:
Key reviewers (2) ⭐   Optional reviewers (0)
CM   COM-ENG-CB/RFI/SUB...

GC Receipt candidate reviewers:
Key reviewers (5) ⭐   Optional reviewers (0)
CM   CONTRACTOR-GC-PRO...

Cost Updated candidate reviewers:
Key reviewers (2) ⭐   Optional reviewers (0)
CM   COM-ENG-CB/RFI/SUB...

Final Review candidate approvers:
CA   COM-ENG-PROJ ADMIN (1)

Action upon completion
Update file review status

Review name *

CB 4

Files for review *   Add files

Total: **1 file**

📁 Project Files/3-Const Admin/CBs In Review   1 file ⌃

    17196 CB #4.pdf
    (V1)   ⊗

Notes ⌄

                                        Cancel   **Submit**

Hit Send

Send email notification   ✕

ⓘ   We're initiating your review. Email notifications will be sent when the review is ready.

OPEN   🕐 Time left: 3 days
#2

Notify reviewers *
👤 zz COM Eng Const I... ✕
👤 zz COM Eng Const ...   ✕   ⌄
👤 zz COM Eng FM PM ✕

Email notifications are only sent to the reviewers listed
above. Any reviewer listed for this step can start their
review.

Notify other project members
Select...   ⌄

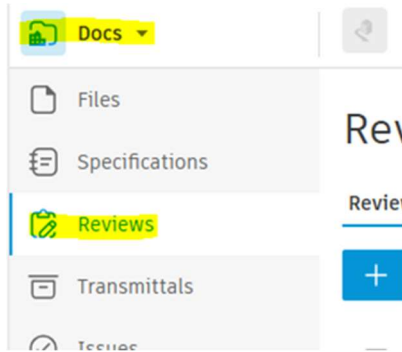Notified project members can read review comments.

Message
Enter notes to include in the review process

   Skip   Send

Reviewer-Review CB

If you are a reviewer, you will get an email. Follow link and select your review response.

IF you do not have the email, the review form can be found in the Docs module and then Reviews

If you review as key reviewer, the review will advance to the next step without others reviewing.
If you review as an optional reviewer, the review will await other reviewers before advancing.
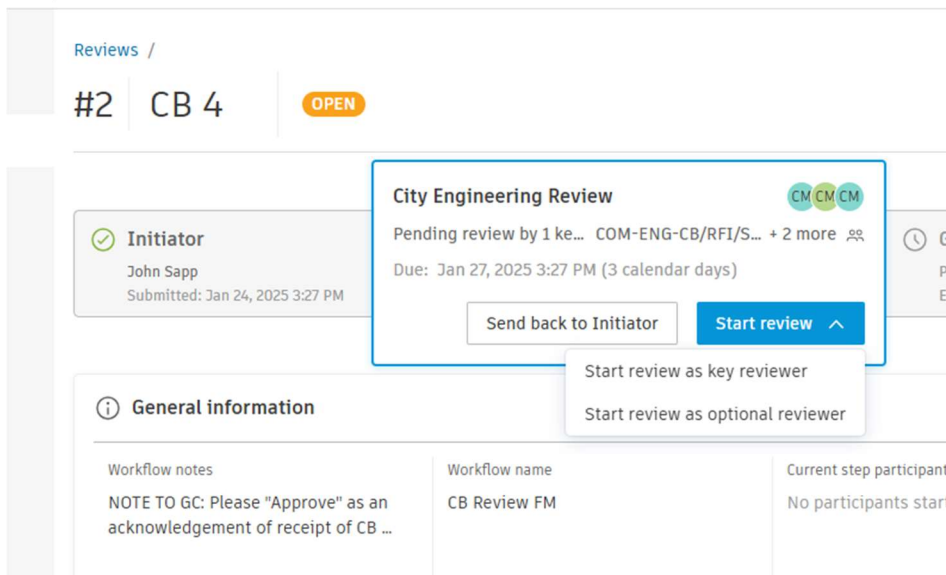
Click submit review to advance or send back initiators. Provide comments as needed.
Repeat for all subsequent review steps.

Project Admin-Publish CB to Sheets

When you receive Final review notice, publish only the plan sheets in the CB to Sheets and/or Specifications. Do not publish the CB's narrative

Save file back to the Build module in Project Files>1-Contract Docs>GC Contract

Approve File to close the CB:

Click Submit Review. Click Submit again to notify all other reviewers.