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Drawings Form

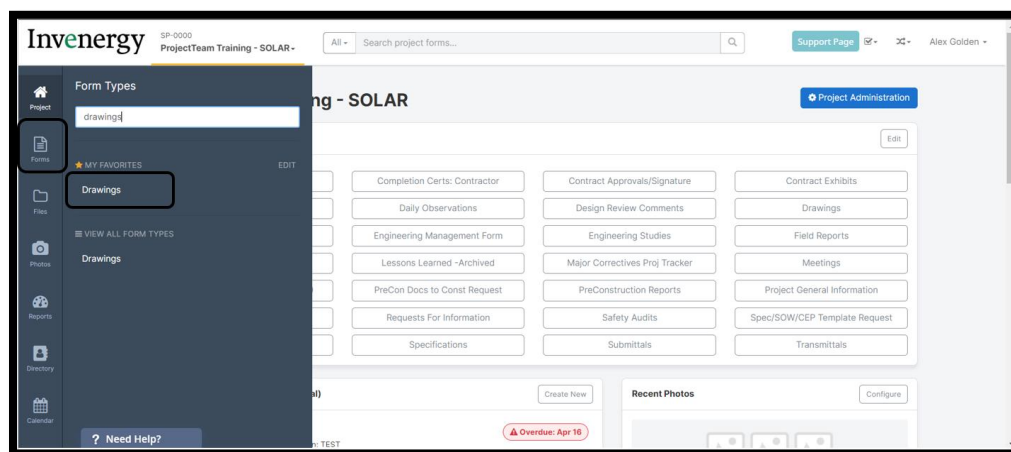
Purpose: Form where Contractors submit Preliminary, IFR (10%, 30%, 60%, 90%), IFC, As-Built for: Engineering/Design Packages for Invenergy Review and/or Approval.

Please note: These Packages are tied to Design Review Comments. The Drawing Form is for receiving and storing the drawing packages, the Design Review Comments Form is where the workflows and review process is held.

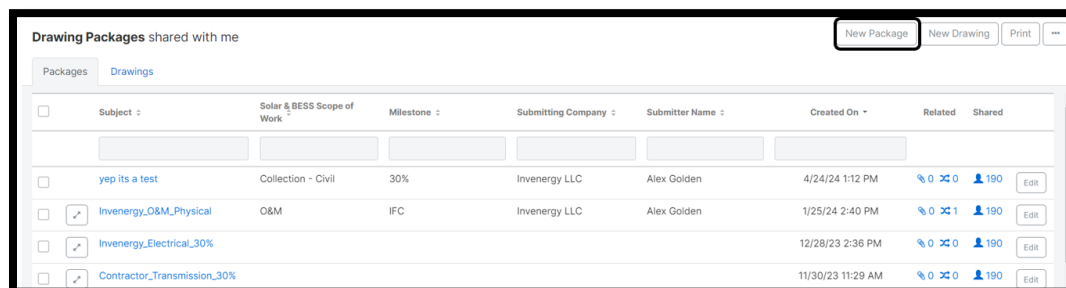
Initiators: Contractors (EOR), Consultants, Invenergy (Internal Review).

Uploading/Submitting a Drawing Package

1. To upload a Drawing Package, go to Forms and select “Drawings.”



2. Select “New Package.”



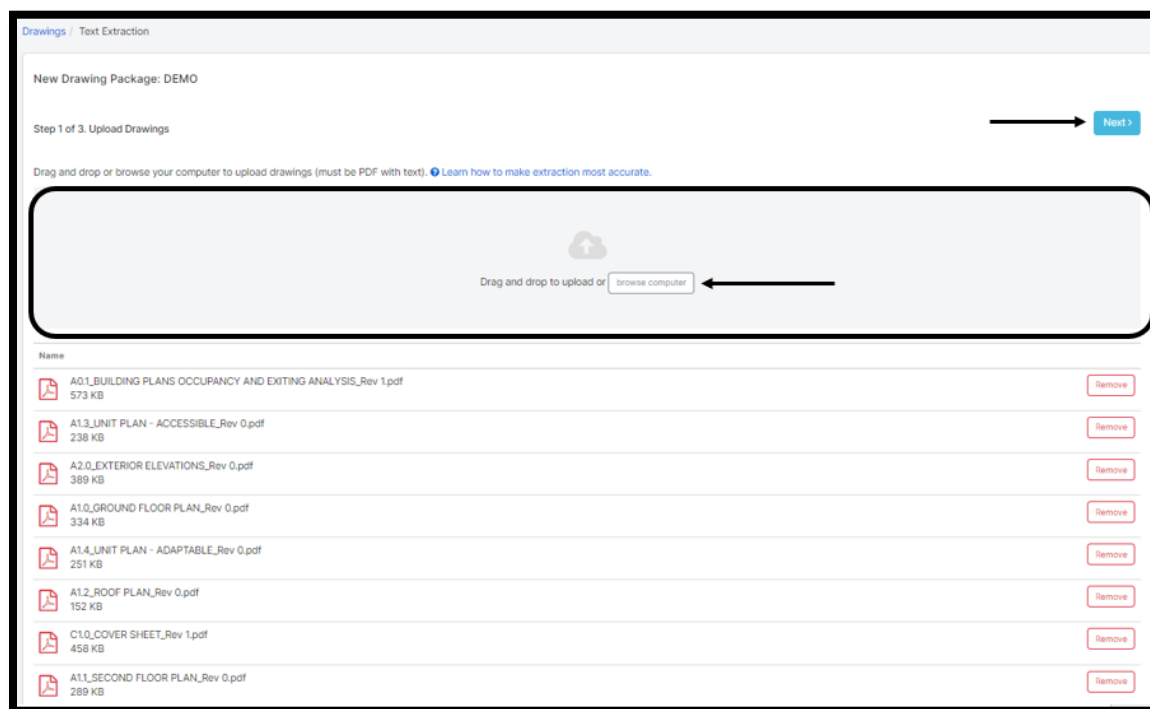
3. Select “Use Text Extraction” to upload drawing package using text extraction tool. Text extraction allows you to define regions on your multi-page file that map to fields in the Drawing form such as Subject, Drawing Number, and Revision. Using text extraction should be standard practice when uploading Drawings. For more information on Text Extraction, click [here](#).

The screenshot shows a dialog box titled 'Create Drawing Package' with two main sections. The left section, 'Manually Create', describes creating a new Drawing Package by manually grouping together new or existing Drawings, with no automatic text extraction included. It features an icon of two overlapping sheets of paper with a green plus sign and a green button labeled 'Create New'. The right section, 'Automate using Text Extraction', describes uploading a multi-page PDF file that includes all of your Drawings, defining text extraction regions, and automatically generating your new Drawing Package. It features an icon of a PDF document with a blue magnifying glass and a green button labeled 'Use Text Extraction'.

4. Fill out: Subject, Scope of Work, Milestone, Submitting Company, Status, and Submitter Name. Then press “Save.”
- Drawing Package Naming Convention: Submitting Company_Scope_Design %_Further Scope Delineation (If Necessary).
 - Example: Submitting Company_Substation_30%_full set
 - *Please note: the most up to date naming convention will be shown as a pop up in ProjectTeam when filling out the Subject field.*

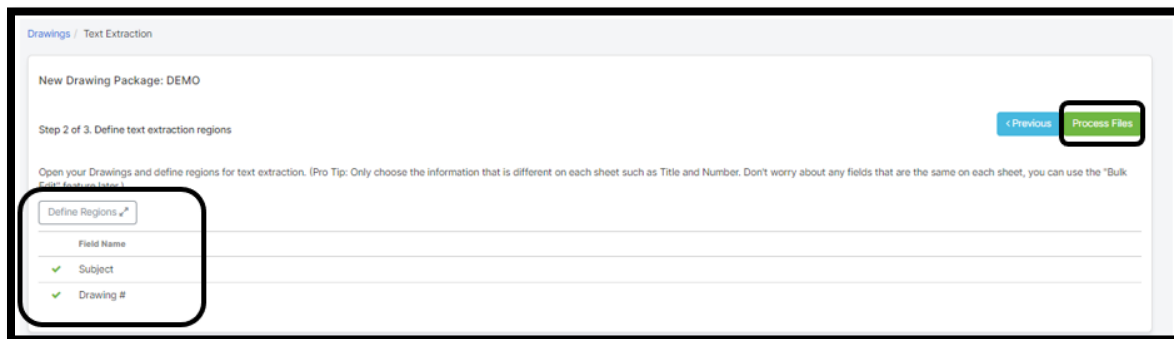
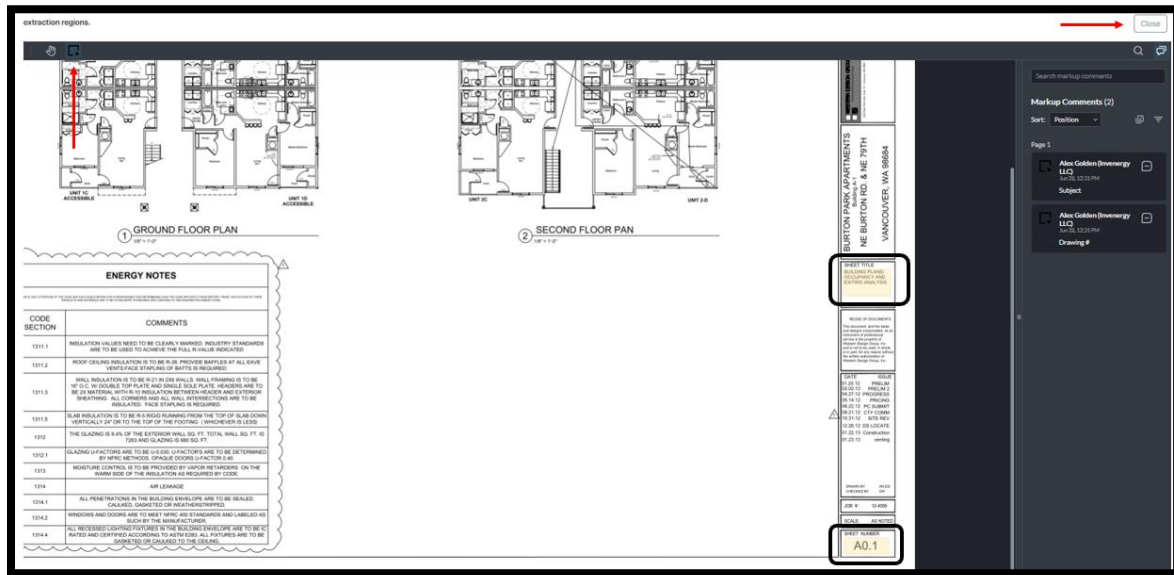
The screenshot shows the 'Create Drawing Package' dialog box with the following fields filled out: 'Subject' is 'DEMO', 'General Notes' is empty, 'Solar & BESS Scope of Work' is 'Collection - Structural', 'Milestone' is '10%', 'Submitting Company' is 'Invenergy LLC', and 'Submitter Name' is 'Alex Golden'. At the bottom, there are 'Cancel' and 'Save' buttons.

5. Before uploading the files, make sure all these requirements are followed to allow ProjectTeam's text extractor to properly identify your text:
 - All drawing pages must have the same dimension.
 - All drawing pages must be in a vector-based format.
 - Drawing text must be un-flattened while everything else in the drawing must be flattened.
 - Text to be extracted cannot have any shapes or words layered on top.
6. Next, either drag files from File Explorer into upload box or browse computer for files. Let them upload and then select "Next."

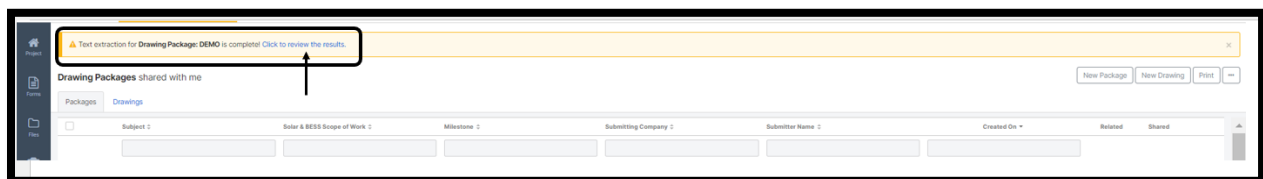


7. Now we are using the text extraction tool. Select "Define Region":
 - Subject: Select Black Square with + (Region). Right click and create a box in the area where the text extractor will find the subject for your drawings, making sure to give extra space for longer titles on pages. Then select "Subject" and "Add."
 - Drawing Number: Select Black Square with + (Region). Right click and create a box in the area where the text extractor will find the Drawing Number for your drawings, making sure to give extra space for longer Drawing Numbers on pages. Then select "Drawing #" and "Add."
 - Revision: Select Black Square with + (Region). Right click and create a box in the area where the text extractor will find the Revision for your drawings, making sure to give extra space for longer Drawing Numbers on pages. Then select "Revision" and "Add."

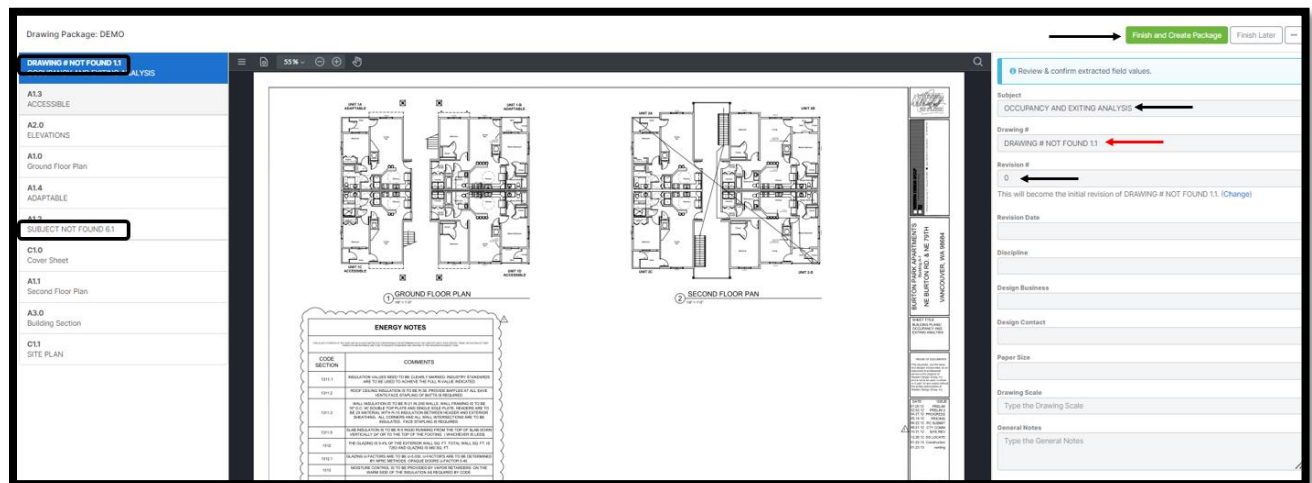
- Once Subject, Drawing Number, and Revision are defined on your pages with the text extractor, select “Close” in the top right. Then select “Process Files.”



- Select View Drawing Log, and then the text at the top should say “Text Extraction for Drawing Package: X is complete! Click to review the results”. Select the blue text to review the text extraction of your drawings. Note: Large packages may take more time, you will receive an email when the tool is done extracting the text from the drawing package.

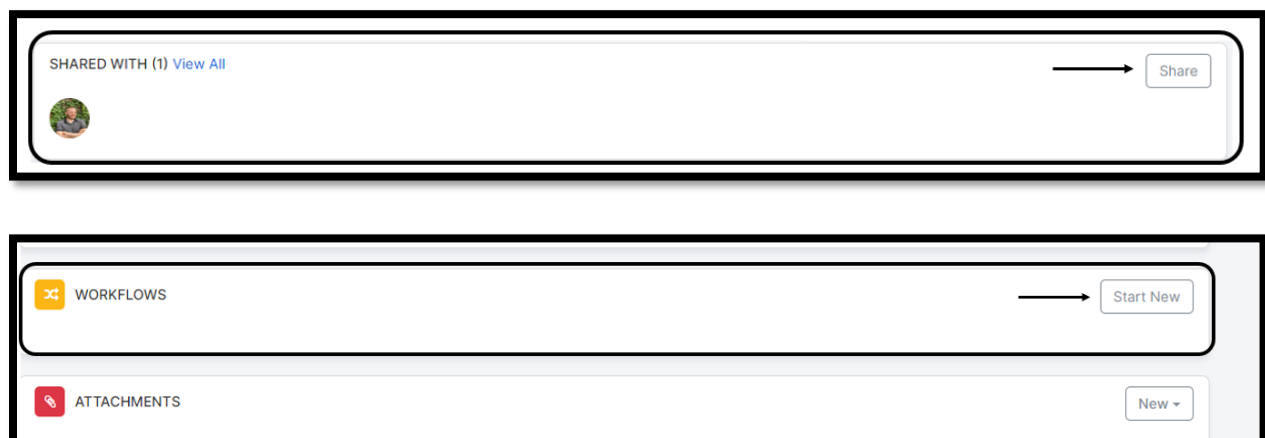


10. Review your Drawings and make sure the Subject, Drawing Number, and Revision # are found for all drawings. If text says “DRAWINGS # NOT FOUND” then the text extractor was not able to extract the text. You can fill in the text manually if a couple of drawings aren’t collected properly. If many drawings were not extracted properly, we recommend deleting the package and trying to use the extraction tool again.



11. Once All drawings have Subject, Drawing Number, and Revision input correctly for each drawing, press “Finish and Create Package.”

12. Select “Start New” in the workflow section. Make sure to select the workflow that fits this study’s Scope of Work the best. Selecting the relevant scope will go to the relevant engineering for review.. Then go to Share at the top and share to your company to access the drawing package.



3. Status field should be utilized to track the condition of the total status of the Drawing Package.
 - **Submitted & Reviewing:** Drawings have been submitted and are under initial review.
 - **Request for Revision:** Revision Required; EOR should either not advance to next milestone package and resubmit drawing package or revise IFC drawing package. Utilize Accepted/ Accepted with comments to progress to next milestone packages for IFR packages.
 - **Accepted:** Invenergy is satisfied with the documents without any comments.
 - **Accepted With Comments:** Invenergy has minor comments on documents submitted but ultimately the documents are accepted.
 - **Certified:** Approval sign-off by required certification body (e.g., DNV, Thermal).

Design Review Comments Form

Purpose: Form used by Invenergy to track comments from responsible parties for drawing revisions. This form is directly connected through Reference Links to the Drawings form for drawing revision review.

Initiators: Invenergy Electrical Engineer, Invenergy SCADA Engineer, Invenergy Transmission Engineer, Invenergy Project Engineer, Invenergy Project Manager

Creating a Design Review Comment

1. After receiving a Drawing Package, the Invenergy Discipline Engineer will create a Design Review Comment Form to link to the original Drawing Package form.
 - a. Civil Drawing Package: Project Engineer
 - b. Structural Drawing Package: Project Engineer
 - c. Foundations Drawing Package: Project Engineer
 - d. Mechanical Drawing Packages: Project Engineer
 - e. Electrical/Collection Drawing Packages: Electrical Engineer
 - f. Substation Drawing Packages: Electrical Engineer
 - g. Transmission Drawing Packages: Transmission Engineer, or Electrical Engineer if transmission line consists of two poles or fewer
 - h. SCADA Drawing Packages: SCADA Engineer
 - i. O&M Building Drawing Packages: Project Manager
 - j. BESS Drawing Packages: Electrical Engineer & BESS Engineer
2. In the Package being reviewed, go to *Reference Links*, then select New. From there select the option "Create New". *Note: If the project requires separation of reviews from different audiences, please make separate Design Review Comments that link to the*

drawing Package for review. This can mean a Drawing Package will have one or more design review comments linked to it.

- Find the form type Design Review Comments and select it. Then proceed with the next button.

- Fill out Subject (Name of Reviewing Drawing Package) and Reviewer Company. Reviewer Company should be Invenergy if we are the primary reviewer of the drawing package. In cases of creating separate Design Review Comments for Customer reviews, the designated party would be the Customer group.
- Select "Add Existing" in the Drawing Package Reviewed and select the drawing package being reviewed.

- Select "Save & Start Workflow."
- Initiate workflows to reviewers that need to input their comments for revisions for the document(s). *Note: Make sure to include Build-Transfer customers, if applicable. External parties will need the drawing package also shared with them for access and review.*

4. Status field should be utilized to track the condition of the status of the review.
 - **Collecting Comments:** Drawing package submitted and comments are being collected for revision review.
 - **EOR Responding:** Comments for revisions are issued to Drawing Package designer for review and response.
 - **Processing Comment Responses:** Response from designer received; Invenergy reviewer either replying back and/or filling in columns “Conclusion” and “Status”
 - **Package Review Complete:** All comments have “Status” and “Conclusion” filled out. Drawing Package ready to progress to next package.
 - **Complete/Verified Revisions:** Comments marked “Completed,” “Incomplete,” or “Cancelled” based on revision. This should be used when revisions comments are compared to next package to track revisions have been incorporated.

Adding Design Review Comments

1. An Invenergy stakeholder, the Discipline Engineer or Project Manager for O&M Building Design reviews, is responsible for uploading comments from drawing packages under their purview. There are 2 ways to fill out the Design Review Comments Section:
 - Option 1: Directly in the Form
 - Select “Create New” and insert information into Page Label, File Name, Author’s Company, Author, and Comments.
 - Select “Add & New” to add additional comment rows or “Add” to complete the list.

Add Design Comments

Page Label
A0.1

File Name
Building Plans/Occupancy and Exiting Analysis

Author's Company
Invenergy LLC

Author
Alex Golden

Comments
Confirm Markup on Drawing.

Responder (Company)

Cancel Add & New Add

- Option 2: Batch Import information fields using Excel.
 - Select Ellipsis and then "Import Rows."

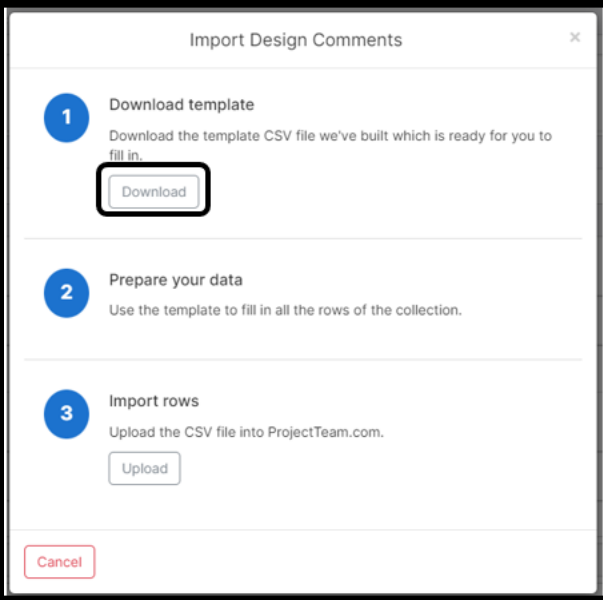
Design Comments

Create New

Import Rows

Download

- Select "Download" under Download template to receive an excel template.

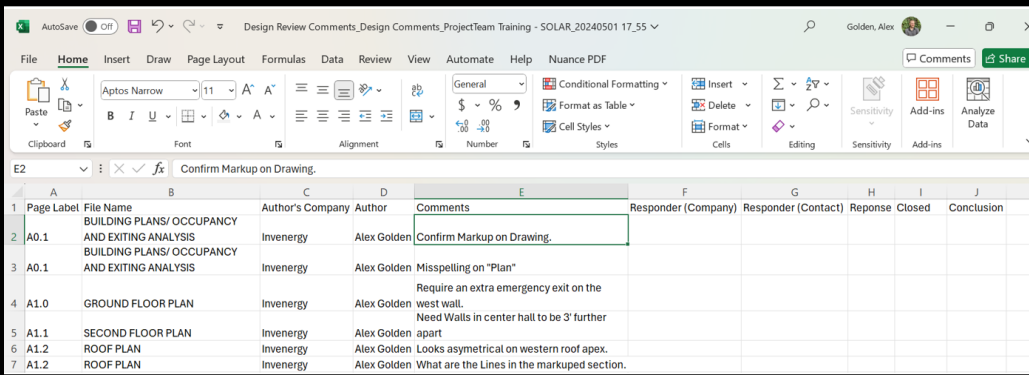


The dialog box titled "Import Design Comments" contains three numbered steps:

- 1 Download template**
Download the template CSV file we've built which is ready for you to fill in.
- 2 Prepare your data**
Use the template to fill in all the rows of the collection.
- 3 Import rows**
Upload the CSV file into ProjectTeam.com.

At the bottom left is a button.

- Fill out the Excel template with your rows of data and save the document.



The screenshot shows an Excel spreadsheet with the following data:

Page Label	File Name	Author's Company	Author	Comments	Responder (Company)	Responder (Contact)	Response	Closed	Conclusion
A0.1	BUILDING PLANS/OCCUPANCY AND EXITING ANALYSIS	Invernergy	Alex Golden	Confirm Markup on Drawing.					
A0.1	BUILDING PLANS/OCCUPANCY AND EXITING ANALYSIS	Invernergy	Alex Golden	Misspelling on "Plan"					
A1.0	GROUND FLOOR PLAN	Invernergy	Alex Golden	Require an extra emergency exit on the west wall. Need Walls in center hall to be 3' further apart					
A1.1	SECOND FLOOR PLAN	Invernergy	Alex Golden						
A1.2	ROOF PLAN	Invernergy	Alex Golden	Looks asymmetrical on western roof apex.					
A1.2	ROOF PLAN	Invernergy	Alex Golden	What are the Lines in the markuiped section.					

- Go back to ProjectTeam and select "Upload" under Import rows. If the data fields are input correctly, the system will import the data into the Design Comments column.

ProjectTeam
Process Guide:
Drawings & Design Review
Comments

Revision 01
Approval Date 04/07/2025
Implementation Date 08/07/2025

Import Design Comments

1

Download template

Download the template CSV file we've built which is ready for you to fill in.

Download

2

Prepare your data

Use the template to fill in all the rows of the collection.

3

Import rows

Upload the CSV file into ProjectTeam.com.

Upload

Cancel

- Instructions for importing comments from Bluebeam into ProjectTeam can be found [here](#).

Design Comments

Create New

☐	#	Page Label	File Name	Author's Company	Author	Comments	Responder (Company)	Responder (Contact)	Response	Status	Conclusion
☐	1	A0.1	BUILDING PLANS/ OCCU	Invernergy	Alex Golden	Misspelling on "Plan"					
☐	2	A0.1	BUILDING PLANS/ OCCU	Invernergy	Alex Golden	Confirm Markup on Drawing.					
☐	3	A1.0	GROUND FLOOR PLAN	Invernergy	Alex Golden	Require an extra emergency exit on the west wall.					
☐	4	A1.2	ROOF PLAN	Invernergy	Alex Golden	Looks asymmetrical on western roof apex.					
☐	5	A1.1	SECOND FLOOR PLAN	Invernergy	Alex Golden	Need Walls in center hall to be 3' further apart					
☐	6	A1.2	ROOF PLAN	Invernergy	Alex Golden	What are the Lines in the marked section.					
☐	7	A0.1	SECOND FLOOR PLAN	Invernergy	Alex Golden	Check Markup on Page, This should state 2nd floor Plan					

☐

(Design Review Comments) Electrical Engineer to Electrical Owner Engineer
Utilize this workflow to send a Design Review Comment to the Electrical Owner Engineer

Review (Owner Engineer) → Review (Electrical Engineer)

3

Monday, July 1, 2024

☐

(Design Review Comments) Electrical Engineer to Project Engineer
Utilize this workflow to send a Design Review Comment to the Project Engineer

Review (Project Engineer) → Review (Electrical Engineer)

3

Monday, July 1, 2024

☐

(Design Review Comments) Electrical Engineer to Project Manager
Utilize this workflow to send a Design Review Comment to the Project Manager

Review (Project Manager) → Review (Electrical Engineer)

3

Monday, July 1, 2024

☐

(Design Review Comments) Electrical Engineer to SCADA Engineer
Utilize this workflow to send a Design Review Comment to the SCADA Engineer

Review (SCADA Engineer) → Review (Electrical Engineer)

7

Friday, July 5, 2024

☐

Electrical Engineer to Transmission Engineer
Utilize this workflow to send documents to Invernergy Transmission Engineer.

Electrical Engineer to Transmission Engineer → Transmission Engineer to Electrical Engineer

5

Wednesday, July 3, 2024

Cancel

Start Workflow

ProjectTeam
Process Guide:
Drawings & Design Review
Comments

Revision 01
Approval Date 04/07/2025
Implementation Date 08/07/2025

2. Upload redlined/commented PDFs to the attachments section of the Design Review Comments Form.
3. Once all comments are collected through workflows with the correct stakeholders, the Invenergy main stakeholder will initiate a workflow to the EOR.

Start new workflow

electrical engineer to electrical eor

Workflow Name & Description

Workflow Steps

Days for First Step to Take Action

Due Date for First Step

(Design Review Comments) Electrical Engineer to Electrical EOR
Utilize this workflow to send comments to the Electrical Contractor and Electrical EOR

Review (Electrical Contractor/EOR) → Review (Invenergy)

7

Friday, July 5, 2024

Cancel

Start Workflow

Responding to Comments (EOR)

1. Navigate to the applicable Design Review Comments form and click the “Edit” button.
2. There are two ways to provide responses to the comments in the Design Comments section
 - a. Fill out the Responder (Company), Responder (Contact), and Response fields manually
 - b. Export and import comments via Excel
 - i. Select the ellipsis while not editing the form. And select “Export Rows”

#	Page Label	File Name	Author's Company	Author	Comments	Responder (Company)	Responder (Contact)	Response	Status	Conclusion	Export Rows
1	A0.1	BUILDING PLANS/ OCCUPANCY AND EXITING ANALYSIS	Invenergy	Alex Golden	Misspelling on "Plan"						
2	A0.1	BUILDING PLANS/ OCCUPANCY AND EXITING ANALYSIS	Invenergy	Alex Golden	Confirm Markup on Drawing.						
3	A1.0	GROUND FLOOR PLAN	Invenergy	Alex Golden	Require an extra emergency exit on the west wall.						
4	A1.2	ROOF PLAN	Invenergy	Alex Golden	Looks asymmetrical on western roof apex.						
5	A1.1	SECOND FLOOR PLAN	Invenergy	Alex Golden	Need Walls in center hall to be 3' further apart						
6	A1.2	ROOF PLAN	Invenergy	Alex Golden	What are the Lines in the markedup section.						
7	A0.1	SECOND FLOOR PLAN	Invenergy	Alex Golden	Check Markup on Page, This should state 2nd floor Plan						

- ii. Add responses to the .xlsx file and save the file

A	B	C	D	E	F	G	H	I	J
Page Label	File Name	Author's Company	Author	Comments	Responder (Company)	Responder (Contact)	Response	Status	Conclusion
A0.1	BUILDING PLANS/ OCCUPANCY AND EXITING ANALYSIS	Invenergy	Alex Golden	Misspelling on "Plan"	Invenergy	Chloe Warsek	noted and fixed for next revision.		
A0.1	BUILDING PLANS/ OCCUPANCY AND EXITING ANALYSIS	Invenergy	Alex Golden	Confirm Markup on Drawing.	Invenergy	Chloe Warsek	This is here for X Reason, we cannot adjust.		
A1.0	GROUND FLOOR PLAN	Invenergy	Alex Golden	Require an extra emergency exit on the west wall.	Invenergy	Chloe Warsek	After Reviewing X Safety Regulation, we agree and will add another emergency Exit on west wall.		
A1.2	ROOF PLAN	Invenergy	Alex Golden	Looks asymmetrical on western roof apex.	Invenergy	Chloe Warsek	Will Look into this.		
A1.1	SECOND FLOOR PLAN	Invenergy	Alex Golden	Need Walls in center hall to be 3' further apart	Invenergy	Chloe Warsek	Walls look fine		
A1.2	ROOF PLAN	Invenergy	Alex Golden	What are the Lines in the markedup section.	Invenergy	Chloe Warsek	Lines are for marking distance from X.		
A0.1	SECOND FLOOR PLAN	Invenergy	Alex Golden	Check Markup on Page, This should state 2nd floor Plan	Invenergy	Chloe Warsek	Will Adjust in next revision.		

- iii. Upload responses

1. NOTE: all the existing comments will need to be deleted prior to uploading new comments. Make sure before deleting, to check that the number of comments in the table and number in batch upload are the same, as to not delete newer lines possibly added after extracting.
2. In the Design Review Comments form, click the “Edit” button
3. Select all comments by clicking the box at the top left of the Design Comments section.
4. Click the “Remove Selected” button, then click the “Yes” button.
5. Click the ellipsis button in the Design Comments section and select Import Rows

The screenshot shows a table titled 'Design Comments' with columns: File Name, Author's Company, Author, Comments, Responder (Company), Responder (Contact), Response, Status, and an ellipsis menu. Annotations are as follows:

- 3**: Points to the top-left checkbox in the first row.
- 4**: Points to the 'Remove Selected' button at the top right.
- 5**: Points to the 'Import Rows' button in the ellipsis menu.

	File Name	Author's Company	Author	Comments	Responder (Company)	Responder (Contact)	Response	Status	
1	A0.1	BUILDING PLANS/ OCCU	Invenery	Alex Golden	Misspelling on "Plan"				
2	A0.1	BUILDING PLANS/ OCCU	Invenery	Alex Golden	Confirm Markup on Drawing.				
3	A1.0	GROUND FLOOR PLAN	Invenery	Alex Golden	Require an extra emergency exit on the west wall.				
4	A1.2	ROOF PLAN	Invenery	Alex Golden	Looks asymmetrical on western roof apex.				
5	A1.1	SECOND FLOOR PLAN	Invenery	Alex Golden	Need Walls in center hall to be 3' further apart				
6	A1.2	ROOF PLAN	Invenery	Alex Golden	What are the Lines in the markedup section.				
7	A0.1	SECOND FLOOR PLAN	Invenery	Alex Golden	Check Markup on Page, This should state 2nd floor Plan				

6. Click the “Upload” button and select the location of the completed .csv file containing the comments and responses
3. Once all responses have been entered, navigate back to the Design Review Comments form and pass the Workflow to the next step.

Processing Comment Responses

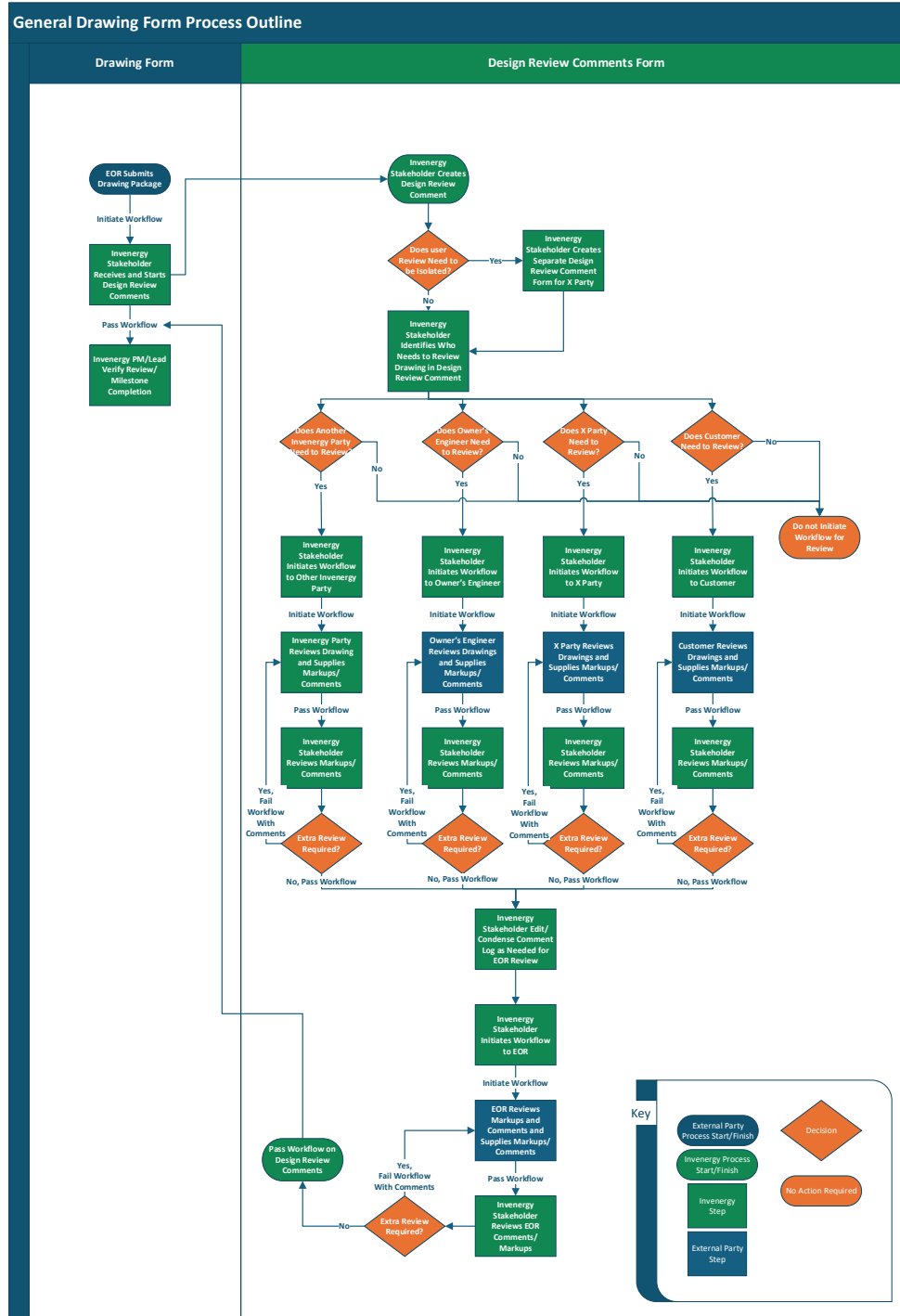
1. Review the EOR's responses to the comments you provided. Update the individual comment Status accordingly
 - a. **Approved:** Comment response is accepted and will be incorporated into next revision.
 - b. **Rejected:** Comment response is not accepted follow-up with the responder needs to occur. Response to be edited until it is Approved.
 - c. **Canceled:** Initial comment is to be disregarded. Use on comments that no longer apply based on the response and/or discussion with the EOR.
 - d. **Completed:** Approved comments have been addressed in next revision.
 - e. **Incomplete:** Approved comments have NOT been addressed in the next revision.

2. The Invenergy Discipline Engineer for the reviewed Design Package will need to make sure all commenters have reviewed the responses and provided Status updates.
3. Any “Rejected” responses should be discussed with the EOR. After any modifications are made, the Status should be updated to Approved, Canceled, or Completed.
 - a. Utilize the workflows by failing the workflow back to the EOR to continue review or initiate workflows to other groups as needed.
4. Once all responses have been reviewed, go to the original drawing package and pass the workflow to notify the Project Manager of schedule updates.

Final Review – Next Revision Submitted

1. When the next revision of the applicable Design Package is uploaded by the EOR, it needs to be “back-checked” against the previous revision’s comments.
2. The Invenergy stakeholder can initiate workflows on the Design Review Comment form entry to the initial reviewers so they can perform back-check of their comments.
3. All reviewers will update the comment Status appropriately:
 - a. Completed: comment has been addressed/implemented in the next revision
 - b. Incomplete: comment has not been addressed/implemented in the next revision. Ensure all Incomplete comments are carried forward into the Design Review Comments of the next revision.
4. Once the reviewer is finished back-checking, they will pass the appropriate Workflow on to the next step.
5. Once all comment Status fields are updated to either Cancelled, Completed or Incomplete, the Invenergy stakeholder will:
 - a. Complete/Close any open Workflows
 - b. Update the Design Review Comment’s Status Field
 - c. Select the Closed box on the Design Review Comments Form
 - d. Lock the form, which prohibits any changes to the form
 - i. On the main page of the Design Review Comments form, click the ellipsis button and choose “Lock form fields”. NOTE: only ProjectTeam Admins can unlock the form after clicking the Yes button in the pop-up dialog that appears.

High Level Overview of Drawing and Design Review Comments Process



Drawings / Design Review Comments and Document Controls

Below is an example of how Drawings are processed in the form and stored within the folder structure.

When a project reaches Substantial and Mechanical completion, the Document Controls team will assess the status of fields within the Drawings Form. Once assessed that the forms have been officially completed, the Document Controls team will assign a Document ID and transfer all form attachments to the appropriate folder location within the “Files” section of Project Team.

Document Controls is responsible for retrieving and archiving all final deliverables that fall under the following statuses:

- **Accepted**
- **Accepted with Comments**

Example of file path to where the Drawings will be stored once the status has been updated: (Document Controls will move attachments, this is for awareness of final storage location)

“Files” Section -> 03 Construction -> 02 ENG -> XX (Specific Drawings Related Folders)

*The attachments will be stored within the folder structure under the corresponding scope, relevant to the contractor's specific Job Books location.

Drawing Packages – Processed in Form:

Document Type:

- IFC Permit Drawings and Specifications
- Civil Design
- Structural Design Drawings
- Collection Design Drawings
- Civil Design Drawings
- Approved and Permitted Construction Plans and Specifications
- As-Builts

Package Type:

DES = Design

Document Classification:

IFC = Issued for Construction

As-B = As Built

Document Storage - All Drawing Packages - that have been reviewed in DRC - will be stored:

Files shared with me

Project Files Form Attachments Halted/Obsolete Files

Project Files / 03 CONSTRUCTION / 02 ENG

☐	Name	Last Updated
☐	2.00 ENG ONBOARD 0 Files	Jeff Bialorucki (Invenergy LLC) 3/11/24 at 11:07 AM
☐	2.01 FEED or Schematic Design 0 Files	Jeff Bialorucki (Invenergy LLC) 3/11/24 at 11:07 AM
☐	2.02 IFC 0 Files	Jeff Bialorucki (Invenergy LLC) 3/11/24 at 11:07 AM
☐	2.03 As Builts 0 Files	Jeff Bialorucki (Invenergy LLC) 3/11/24 at 11:07 AM
☐	2.04 Eng Studies 0 Files	Jeff Bialorucki (Invenergy LLC) 3/11/24 at 11:07 AM
☐	2.05 Specifications 0 Files	Annette Camacho (Invenergy LLC) 7/23/24 at 11:27 AM

Drawings Storage
Location

Drag and drop to upload or
(If dragging folders, the folder structure will be created without the files)

Naming Convention

Once Drawing Packages have been reviewed and commented - will be stored accordingly within file structure.

Project Contractor Design Package - SCOPE Description Version Control

Ex. WagonWheel Blattner DES-Structural Civil & Steel Foundations RevA

Version Control:

ENG Documents Only:

Engineering Document	Abbreviation	Version Control in File Name
Issue for Review/Front End Engineering Design	IFR / FEED	Rev A, Rev B, Rev C, Rev D
Issue for Construction	IFC	Rev 00, Rev 01, Rev 02
As Built	As-Built	As Built_

ProjectTeam
Process Guide:
Drawings & Design Review
Comments

Revision 01
Approval Date 04/07/2025
Implementation Date 08/07/2025

Team	Reviewed and Added Comments	Reviewed and Accepted
Electrical Engineering		
Solar Engineering	Reilly Smith	
Wind Engineering	Rose Martin	Patrick Breslin
BESS Engineering		
Civil Engineering		
SCADA Engineering		
Transmission Engineering	Emma Brown	
Project Management	Leslie Talamantez	
Document Controls		