Construction Review Services - Electronic Submittal Instructions

Please note: Beginning Friday, July 28, 2022, access to Box.com website will require an additional level of authentication during the login process. This two-step verification (sometimes referred to as two-factor authentication) is an additional layer of security to protect your account.

Users will now be prompted for two-step verification each time they access the Box.com website. The first step is your password. The second step is one of the following:

- A code sent to a mobile device via text message;
- A voice call;
- A code sent via secure mobile application, such as the Microsoft Authenticator.

The authentication will last as long as the browser session is active. If the browser is closed or inactive for a period of 30 minutes, users will again be prompted to authenticate in order to access the Box.com website.

Additionally, any shared links created prior to Friday July 28, 2022, where the user was not a collaborator, will no longer function. Those users will need to be invited to collaborate on the folder in order to access it. Contact CRS directly to invite additional users as collaborators.

For more information, please contact us.

Preparing files for upload

File Requirements

File requirements for document upload through the Box.com site are listed below. Please follow these instructions to avoid delays in review time.

General

- PDF format only and drawing sheets must be bookmarked if submittal contains 30 or more drawings.

- Files must be editable and unprotected.

- Text must be legible.

- Sheets must be oriented upright, i.e. the top of sheet corresponds with the computer monitor.

Bookmarking example: ➡️
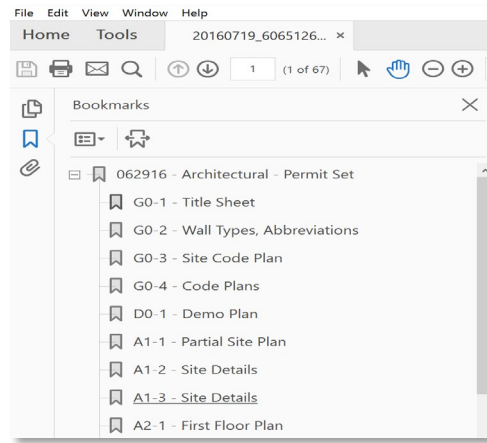
File Naming and Contents

Submissions must be separated by document type. Files must be arranged as follows:
- Drawing files
    - All pages in the drawing set should be combined in a single PDF file or may be split into multiple PDF files (see examples below).
    - PDF pages must be bookmarked by sheet number and should identify content
    - Drawing sets should be named with the CRS project number followed by abbreviated description: "plans, for combined drawings or by discipline/volume number: vol1, arch, mech, elec …".
    Example: 60446077 arch.pdf
- Functional program, Planning Design and Construction (PDC) document or Infection control risk assessment (ICRA) should be included as separate files:

    - Files should be named with the CRS project number followed by: "FP," "PDC" or "ICRA."
    Example: 60446077 FP.pdf

- Specifications, cut sheets, and other material
    - All other documents such as specifications, cut sheets, project comment responses, etc. must be combined into a single pdf file separate from the drawing set.
    - This file should be bookmarked to identify each individual component or section.
    - This PDF file should be named with the CRS project number followed by abbreviated: "description, specs, cut sheets."
   Example: 60446077 spec.pdf

Please note: Additional uploads while a submission is in progress may delay review of your project!

Downloading record sets:

- The applicant will receive email notification that the files are available on Box.com site for download.
- Documents not retrieved from the site within 10 days will be deleted.
- A record "A2BC set" will be available once "Authorization to Begin Construction" has been given.

- Ensure that an electronic copy of the A2BC set is always available at the project site.
- A record "approved set" will be available for download upon final CRS approval.
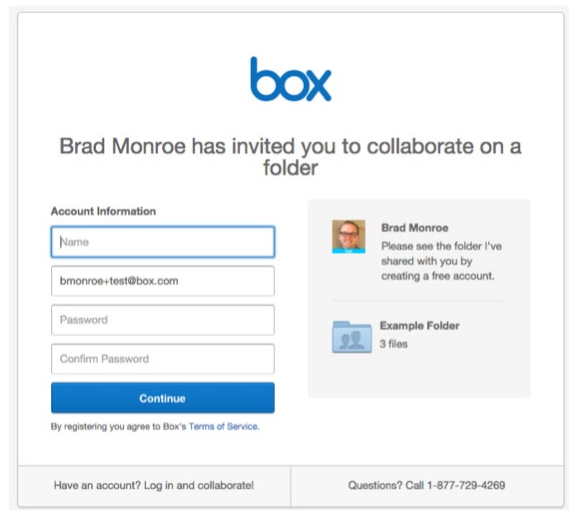
Uploading files
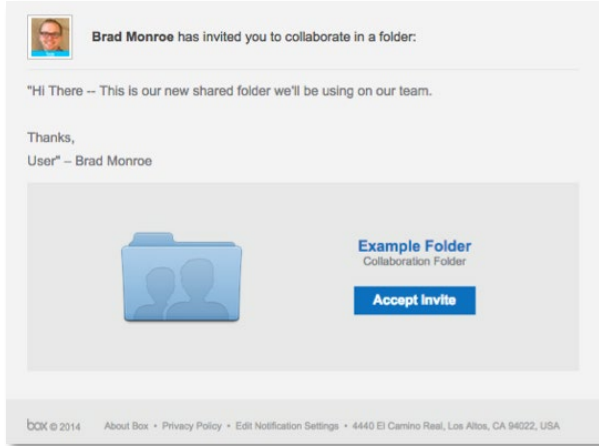
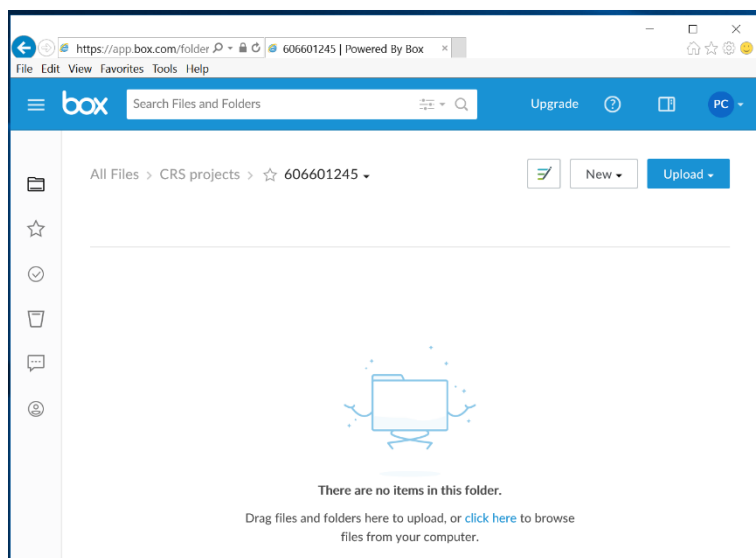Invitation to collaborate on Box.com (FTP)

1) You will be invited to collaborate via email

2) You will be taken to box.com to create a free account
Enter your name and password
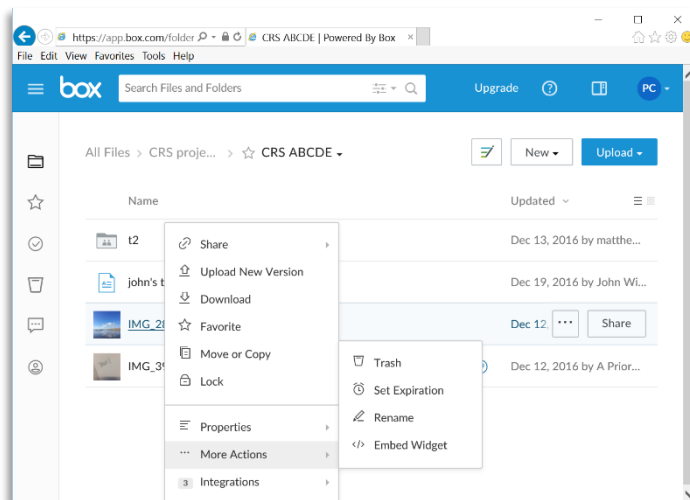

Uploading a file

Drag and drop files from your desktop into the respective folder in your box account

Uploading New Version / Downloading / Deleting a file

Hover over file name and Right Click to see a selection of choices.

1 – Upload New Version
    Browse to select file

2 – Download selected file
    Dialog box prompt

3 – Delete selected file
    Select More Actions
    Select Trash

If you have any questions, please contact Construction Review Services at 360-236-2944.

DOH 346-076 July 2022