

## Illinois Department of Public Health

### Process to schedule sit down meeting for construction project

*In accordance with Public Act 093-0041*

- Submission of schematic drawings must be received in our office at least four weeks prior to the requested sit-down meeting. Only submissions that include the items listed below will be considered for a meeting.
- No walk in meetings will be conducted; meetings must be scheduled in accordance with these guidelines.
- Personnel from the Design and Construction Section will call to schedule the meeting after the submission has been received and deemed complete.
- Meeting length will be based on a reasonable amount of time for the complexity of the project but not to exceed two (2) hours. This is to be determined by the architect conducting the meeting.
- The provider will be responsible for the submission of the meeting minutes to IDPH for review and acceptance within five (5) working days after the meeting.
- The Facility Representative must attend the meeting.
- Submission must include:
  - Schematic drawings signed and sealed by architect/engineer licensed in the State of Illinois
  - Detailed Program Narrative
  - List of estimated costs associated with the project
  - Agenda for the meeting – Agenda must be reviewed and accepted by Design and Construction Section prior to setting meeting date
  - List of all of the Provider's attendees which includes the company name, address and phone number. Attendees must include the facility representative but may also include the architect, engineer, and/or project/construction manager.
  - Name and phone number of contact person to be called to schedule the meeting on behalf of the facility.
- Sit down meetings have no mandated time frames and may be canceled or rescheduled due to surveys with mandated time frames.
- Submission of the plan review with design development drawings or construction drawings will result in the meeting being canceled and the mandated time frames for plan review will apply.