

December 19, 2022

STANDARD MATERIALS LIST AND BUILDING MATERIALS COMMITTEE GENERAL POLICY AND PROCEDURE

I. Purpose

- To provide means whereby Manufacturers' product representatives may submit their products to the Columbus Recreation and Parks Department, City of Columbus (CRPD) for evaluation and inclusion on the CRPD Standard Materials List for new construction and renovation of facilities. This provides a systematic process that ensures that products, both current and new, are equitably evaluated and the names of these approved products are disseminated to design consultants and project personnel for inclusion on future work.
- To provide a singular contact within CRPD through whom recommended changes regarding materials specifications from the Manufacturers can be advanced.
- To define the process whereby experimental features are considered for evaluation on CRPD construction and maintenance projects.

II. Authority.

Bernita Reese, Director of Columbus Recreation and Parks Department

III. **Applicability.** This policy shall be applicable for the evaluation and recommendation for preliminary approval of new products, materials, and procedures for use within City of Columbus Recreation and Parks Department facilities. The preliminary approval process flowchart is attached hereto as Appendix "A". To orchestrate and monitor this new policy, CRPD has formed a committee titled: "Building Materials Committee" (BMC). The group is committed to ensure that the City of Columbus is using the best products and procedures available.

IV. **Effective Date.** This policy shall be effective as signed and shall apply to all new products, materials, and/or procedures proposed for use within CRPD facilities.

V. **Procedure.** Before consideration for approval, the following steps must be followed:

1- The applicant shall submit a written request in PDF format addressed to the CRPD Construction Section Manager for evaluation and approval of the proposed product, material or process. This request should explain in detail what the item or process is and how it would be used in conjunction with CRPD's facilities, along with the potential benefits, in accordance with Appendix "B". Applicants are encouraged to seek preliminary feedback prior to submitting a full request in the required format.

Email to: cmscannell@columbus.gov

Attn:

Christopher M. Scannell, P.E.

Construction Section Manager

Columbus Recreation and Parks, Design & Construction Division

