

BUILDERS' EXCHANGE OF STOCKTON
PLAN ROOM POLICY

In order to serve the best interest of all the members of the Builders' Exchange please read the following rules for the use of the Plan Room.

DISCLAIMER

The operation of the Plan Room is provided as a service to the construction industry. The accuracy of the information provided and published by the Plan Room is deemed reliable, but in no way is guaranteed to be accurate. While the Exchange exercises administrative care, it cannot be presumed or precisely known, and cannot be warranted that all project documents are complete for bidding purposes when deposited in the custody of the Exchange.

PLAN ROOM SERVICES

Plan Room services are available only to those members who are properly licensed by the State of California and are directly involved in the bidding processes.

CARE OF PLANS

The use of the plans is a benefit for all members of the Exchange, and must be left intact to be of use. Therefore, the Exchange staff is asking that everyone cooperate by using the plans properly. If you have special needs in the use of the plans please ask the Plan Room Manager.

Under no circumstances are pages to be removed from the plan sets, spec books, or addenda. Please do not mark, check, or draw on the plans or specs. Plans must be handled with care to prevent mutilation. All needed repairs to plans should be brought to the attention of the Plan Room Manager. Design professionals and owners allow the Exchange the use of their plans on the condition that they are returned in good condition.

All plans are the responsibility of those members that check them out. If plans are lost or damaged the Exchange will seek reimbursement from the member firms found in violation of this policy.

DAY PLAN USE

1. Official Plan Room hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. Friday. (Except on holidays)
2. Plans, specs and addenda may not be taken from the building during normal office hours.

3. No telephone calls will be accepted to reserve plans or specs for use in the Plan Room during regular office hours.
4. The Plan Room Manager maintains up-to-date information on the plans, such as bid date, general contractors bidding, and addenda.
5. Use only one set of plans at a time, and limit your activities to one table.
6. Use plans as quietly as possible. No loitering or loud conversation is permitted at any time.
7. A telephone is provided for member use in the Plan Room hallway. The incoming call will be received in the Exchange main office, and Exchange staff will notify the member of the incoming call.
8. Plan checkout on the day prior to and on the day of a bid is limited to one hour. If the plans are needed for a longer length of time, a member firm can place their name on the reservation list for later and extended use.
9. All members must sign out for each plan before viewing. The sign out sheet is located on the counter at the plan room window.
10. Plan checkout is limited to a maximum of two hours. If there is no one waiting to view the plan the user may continue to use the plan until another member requests to check it out.

OVERNIGHT/WEEKEND PLAN USE

1. Members requesting to take plans after hours must call the Plan Room to reserve them. If it becomes unnecessary to take the plans out, the member must call to cancel the reservation two hours prior to the office closing. A maximum of three plans may be reserved Monday through Friday. Policies relating to overnight/weekend checkout on projects bidding around a holiday will be determined by the Plan Room Manager.
2. Reserved plans may be picked up between 4:30 p.m. and 5:00 p.m. Monday through Thursday, and between 3:30 p.m. and 4:00 p.m. on Friday. If a member is using the reserved plan during this time, you will have to wait until the other member is finished or until closing to take the plan out of the facility.
3. Plans returned following overnight/weekend use must be made available to other members. If continued use of a plan is needed after being checked in and no one is waiting for the plans when they are returned, then the plans may be checked out for use.
4. Plans must be returned by 8:30 a.m. the next business day. Plans must be returned to the Exchange staff (or placed in the lock box if they are being returned before or after business hours). Plans returned after 8:30 a.m. the next business day will be considered late and the member will be charged a late fee of \$25.00 for every 15 minutes starting at 8:30 a.m. (NO EXCEPTIONS). The time will be referenced by the clock located in the Plan Room.

5. All members reserving plans for overnight/weekend use, and requesting pick-up after 5:00 p.m. or returning plans before 8:00 a.m. must make prior arrangements to receive a lock box key. A key will be issued to allow members access to the lock box located at the front entrance of the Exchange. A \$5.00 key deposit will be charged for each key issued.

BIDDERS LISTS

1. **GENERAL CONTRACTORS**

The Plan Room Manager makes every effort to obtain up-to-date bidders lists; however, the Exchange needs your help. Please notify the Exchange of any jobs that your firm is bidding. To ensure the listing of a firm as a bidder a request must be submitted to the Plan Room by phone, fax or e-mail.

2. **SUBCONTRACTORS**

The Exchange will provide a list of confirmed General Contractors bidding on current projects. Requests for bidders list must be received by 12:00 p.m. one day prior to the bid date. The bidders list will be faxed to you the night before the bid date if the project bids in the a.m. The bidders list will be faxed the morning of if the project bids in the p.m.

3. **NON-MEMBERS**

Bidders lists will not be made available to non-members by fax or phone.

ADDENDA

1. When checking a bidders list it is advisable to ask how many addenda the Exchange has received for a particular project.
2. Addenda will not be faxed to members.

RELATED SERVICES

1. **FAX MACHINE** – The Exchange has a fax machine available for use by member firms. Bidders lists will not be made available to non-members by fax or telephone.
2. **PLAN COPIER** – The Exchange has a blue print copy machine to provide members the service of copying full sheets of plans for bidding purposes. A fee for this service will be charged as stated in The Builders' Exchange written policy.

NON-MEMBER PLAN ROOM POLICY

The Builders' Exchange of Stockton welcomes all non-members to visit our facility and make any inquiries about our services.

At no time will a non-member firm be denied use of the Plans Room. While visiting the Plan Room for the first time, a non-member will be asked to complete a card that will give the Exchange information about the non-member firm. After your first visit, a non-member firm will be asked to pay a \$20.00 per day fee. By paying this fee non-member firms will be helping to defray the cost of operating the Plan Room just as the member firm does through paying dues. Paying the per day use fee is not an alternative to Exchange membership and will not be allowed on a regular basis.

If you have any questions about this policy, please contact the Plan Room Manager or the Executive Director.

If a firm is unfamiliar to the Plan Room Manager the firm may be questioned as to their membership status. Please be patient since this is protecting your interest in the Exchange membership.

POLICY ENFORCEMENT

If a member firm feels that the Exchange is not providing proper services in relation to the Plan Room, the member is encouraged to report such incidences to the Executive Director. Forms for this purpose are provided in the Exchange office. An investigation and response will be made to each form submitted.

If there is a violation of the Plan Room policy the following action is available to the Exchange to enforce the rules.

At the time of a first violation a letter will be sent to the firm noting the violation.

A second violation will be referred to the Plan Room Committee for possible action or suspension of various Plans Room services for up to a two-week duration.