Agenda: Engineering Review Meeting

This agenda serves as a standardized structure to guide the engineering review meeting. The purpose of the engineering review meeting is to review and discuss a draft set of project drawings issued by Aetna Information Systems (AIS) with the project engineers and architect. The meeting should be interactive. AIS is expecting feedback both during and after the meeting which will be incorporated into the final drawings that AIS will release once the design is agreed to and understood by everyone. The architect and engineers should have reviewed the project drawings, the 9 week count down document, and this agenda prior to the meeting. All the fore mentioned documents can be found at [http://ot.aetna.com](http://ot.aetna.com)

Design Philosophy

Aetna’s IT rooms are derived from one of four pre-designed room types (Micro, Small, Medium, and Large) which are primarily based on the number of employees at the location. The layouts have been constantly improved over many years with involvement from numerous engineers and architects. No modifications are allowed to the designs in any way unless reviewed and approved by the Aetna VDC Room Engineer. All specifications and detailed notes within the designs and drawings are expected to be carried over to the final construction drawings.

Project Drawings

All projects will have a set of drawings issued by Aetna Information Services (AIS). The engineers and architect will incorporate these drawings into the CD set. While some drawings are intended to be incorporated and deleted – others must remain on their own. A schedule of drawings is listed below. While the drawings are being developed they will be shared in PDF format only – once finalized a DWG set will also be shared.

All drawings will be posted online at [http://ot.aetna.com](http://ot.aetna.com)

Any recommended changes to the AIS drawings must be submitted for consideration during the initial review and if accepted those changes will be incorporated into the final drawings. A draft set of the CD’s are to be reviewed and approved by AIS prior to being stamped and distributed to the contractors.

Project Plan and Process

A very detailed 9 week count project plan exists ([http://ot.aetna.com](http://ot.aetna.com)) that details when each respective contractor is required to both start and finish. The contents of the document do not need to be reviewed in the engineering meeting unless the participants want to. The requirement for the engineering meeting is to make everyone aware of the document that will be reviewed with the GC and contractors at the construction kick off meeting.
The CD Set

It is very important to understand the method by which the AIS drawings roll up into the final CD set. The AIS drawings are never to simply be a reference set. The AIS drawings are never to be issued to the field with the AIS title block and the AIS drawings should never contain sheets of the exact scope of another drawing provided by the MEP team.

Refer to Design Appendix G for drawing numbering standards.

Architectural / Finish Schedule

All Aetna IT rooms have a special finish schedule detailed on the A0.1 sheet. No deviations from the finish schedule are allowed.

Partition Type: All VDC Room and Wire Closet walls are to be constructed with a one hour fire rating. All walls must be deck to deck, be insulated with R15 fiberglass insulation, and include a vapor barrier. All penetrations are to sealed with fire stop conduits and sleeves should be sealed with fire stop bean bags is permitted by local code. The walls are to be constructed with ¾” B grade fire rated plywood covered with 5/8” fire rated drywall. The exact partition type details can be found in the project drawings.

Mechanical Details

Aetna uses exclusively APC Air products. The UPS and Cooling configuration are designed to perfectly match each other and are ordered and supplied by Aetna. Aetna prefers to not have any dependency on land lord chilled water systems and instead installs dedicated DX based cooling systems. Chilled water units maybe used in special circumstances when a DX system is just not possible.

If the cooling system requires any ductwork as typical ductwork layout is shown on drawing M1. The engineer should modify the placement and routing of the ducts as needed to integrate into the space in the best way.

Every room will additionally include a High Temperature Evac Fan system and transfer duct. This fan will be controlled by a fan controller (supplied by Aetna)

Manufactures cut sheets for all the cooling units can be found @ http://ot.aetna.com (password = mango) click on the VDCRoom section.

Electrical

All VDC Rooms contain a main electrical panel. The size and voltage of the panel is spec’d on the electrical drawings. The electrical panel is to be recessed into the wall. If the project calls for a Large1 or Large2 configuration then the main electrical panel will be substituted for an ATS with integrated distribution panel board.

Conduit runs – specify the 2” from VDC directly to MPOE

Grounding specs are provided. All grounding conductors are to be green (green phase tape is not acceptable) all lugs are to be hypress double hole lugs.
All Aetna IT Rooms will include an EPO button. The exact details of the EPO button and control arrangement can be found on drawing E-Series drawings.

Computer room and wire closet fire suppression to be a standard wet pipe system with high temperature (225°F) sprinkler heads. Pre-action systems are not to be used under any circumstances. No shutdown connections beyond a standard EPO button as detailed on drawing E1 are to be made to the UPS. Connections between the fire alarm system and the UPS are not permitted under any circumstances. Any required connections that are needed to shutdown computer room or wire closet cooling systems or fire dampers must be submitted in schematic form showing only the computer room and wire closets for review, comment and approval.