

Appendix C

Peer Review Report - Sample Form

It is suggested that this form be produced in Excel format to facilitate tracking and reporting. Projects with multiple buildings and/or structures should provide the following information for each building/structure to be designed.

EXPECTED PERFORMANCE LEVEL					
Building/Structure	Facilities Class	EQ Damage Level	Performance Level	Importance Factor	Interstory Drift Limit
Building 1 Name	Class 3 (?)	DRS/BSE-1	3(?)	1.0 (?)	2%
		BSE-2	4 (?)	1.0 (?)	
Building 2 Name					

LATERAL LOAD RESISTING SYSTEMS					
The Peer Review Report shall identify the building lateral systems and provide basic information regarding any building irregularities as noted below:					
• ISC Structural System A: _____					
• ISC Structural System B: _____					
• Seismic Design Code: _____					
BUILDING IRREGULARITIES (AS DEFINED IN THE CBC)					
Horizontal:	Torsional	<input type="checkbox"/>	Non-parallel Systems	<input type="checkbox"/>	
	Re-entrant Corners	<input type="checkbox"/>	Other	<input type="checkbox"/>	
	Diaphragm Discontinuity	<input type="checkbox"/>	No irregularities	<input type="checkbox"/>	
	Out-of-Plane Offset	<input type="checkbox"/>			
Vertical:	Soft Story	<input type="checkbox"/>	Weak Story	<input type="checkbox"/>	
	Mass	<input type="checkbox"/>	Other	<input type="checkbox"/>	
	Geometric	<input type="checkbox"/>	No irregularities	<input type="checkbox"/>	
	In-plane Discontinuity	<input type="checkbox"/>			

The review comments shall be addressed to the EOR and organized according to the following categories:

- Type 1: Potential structural design concerns and code violation.
- Type 2: Missing information, coordination problems or constructability concerns.
- Type 3: Suggestion, drawing error or discrepancy (no response required)
- Type 4: Value engineering and/or seismic performance issue.

The EOR shall provide written responses to all Type 1, 2 and 4 comments. All comments and responses shall be forwarded to the project manager and SAC at each peer review. The record of the peer review comments and responses should be maintained according to the format below. This form shall include all comments from all phases.

Item	Type	Location	Peer Reviewer Comment	Engineer of Record Response
1	2	Sheet #	DATE - COMMENT FROM PEER REVIEWER Follow-up until resolution is indicated	DATE - ANSWER FROM EOR. Follow-up until resolution is indicated; when resolution is reached, indicate "ISSUE RESOLVED"

2	1	Sheet #	DATE - COMMENT FROM PEER REVIEWER Follow-up until resolution is indicated	DATE - ANSWER FROM EOR. Follow-up until resolution is indicated; when resolution is reached, indicate "ISSUE RESOLVED"
3	4	S100	DATE - COMMENT FROM PEER REVIEWER Follow-up until resolution is indicated	DATE - ANSWER FROM EOR. Follow-up until resolution is indicated; when resolution is reached, indicate "ISSUE RESOLVED"
Etc.			(Continue accordingly through completion of the peer review process)	
Etc.				