



DIVISION OF QUALITY ASSURANCE

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Date: March 11, 2013

DQA Memo 13-005
Replaces DQA Memo 11-028

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From: David Soens, Director
Office of Plan Review and Inspection

Via: Otis Woods, Administrator
Division of Quality Assurance

Submission of Construction Plans to the Milwaukee State Office Building

The information in this memo is specific to plan review submittals for state healthcare construction projects and replaces DQA Memo 11-028 which temporarily directed health care facilities to submit all construction and remodeling requests to the Madison Office.

The Division of Quality Assurance, Office of Plan Review and Inspection continues to partner with private industry to streamline the process of plan review. Re-opening the Milwaukee regional office for plan review intake will help reduce time and expenses.

Design firms and health care facilities should direct construction plans for Division review to our Milwaukee regional office. The change, which takes effect immediately, **affects healthcare facilities located in the Eastern part of Wisconsin.**

The change will affect plan submissions for all hospitals, hospices, ambulatory surgery centers, end stage renal dialysis centers and buildings attached to hospitals in the following counties:

- Brown, Calumet, Dodge, Door, Fond du Lac, Green Lake, Jefferson, Kenosha, Kewaunee, Manitowoc, Menominee, Marinette, Marquette, Milwaukee, Oconto, Outagamie, Ozaukee, Racine, Rock, Shawano, Sheboygan, Washington, Waukesha, Waupaca, Waushara and Winnebago.

The change will also affect plan submission for nursing homes and community based residential facilities, as well as buildings such as residential care apartment complexes attached to a nursing home or a hospital. This applies to the following counties:

Kenosha, Milwaukee, Ozaukee, Racine, Washington and Waukesha.

All construction plans for health care facilities, located in the counties listed above, should be sent to the Milwaukee Regional Office:

Plan Review Intake
Division of Quality Assurance / SERO
819 North 6th Street / Room 609B
Milwaukee, WI 53203-1606

Our new plan-intake staff member will have office hours Monday through Friday 8:00 AM until 4:30 PM, and can be reached at (414) 227-4085 regarding general questions. If Milwaukee plans are sent to the Madison Central Office, the plans will be forwarded to Milwaukee; however, this may result in a delay in processing the plan.

The remainder of the State will continue to process their plans most efficiently through the Madison Central Office. Madison intake staff office hours are Monday through Friday 7:45 AM until 4:30 PM, and can be reached at (608) 264-7748 regarding general questions.

If you have any questions regarding the Division's plan review process, please refer to the Division's website at: http://www.dhs.wisconsin.gov/rl_dsl/PlanReview/index.htm

If you have questions specific to this memo, please contact the Office of Plan Review and Inspection Director at (608) 266-9675.