

# STANDARD PLAN INFORMATION NOTICE

Physical Facilities Department

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This Notice addresses new information that may be helpful in your work with the meetinghouse standard plan program. Please take time to review the information in order to understand the effect this information may have on construction work under your stewardship.

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**Date of Notification:** *March 18, 2004*

**Information Title:**

*Church Specifications Changed from WordPerfect to Microsoft WORD*

**Information:**

*Presently, the Church specifications are produced in WordPerfect. Effective with the May 2004 Standard Plan Update, all Church specifications will be **issued only in Microsoft WORD** and will no longer be available in WordPerfect.*

**Instructions for Implementation:**

*All APMs / RFMs and PMs / FMs should ensure this information is communicated promptly to their architectural and engineering design consultants – to allow them adequate time to prepare to operate in WORD as needed after the issue of the May 2004 Standard Plan Update.*

**Attachments:**

*None*

**Distribution:**

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|--------------------------------|---|-----------------|
| ✓ DTA Offices                  | ✓ DMS Division Copy (Randy Stenson)       | ✓ Terry Cano    |
| ✓ Area Project Managers        | ☐ Purchasing Division Copy (David Stokes) | ✓ Doug Todd     |
| ✓ Project Managers             | ✓ Bill Williams                           | ✓ Ken Spence    |
| ✓ Regional Facilities Managers | ✓ Lyle Sheneman (QA Team)                 | ✓ Kirk Anderson |
| ✓ Facilities Managers          | ✓ PM & FM Clerks                          | ✓ Steve Markham |