

Procedure for Submitting Changes to the CFOA Mechanics Manual

The CFOA Mechanics manual is designed to provide state-wide consistency. It was developed based on input from many officials in many areas of the state. It is anticipated that the Manual will be reprinted every 2-3 years or as necessary.

Recommended changes to improve the Manual should be submitted in writing to Kirk Russell at [kirk.russell\(@\)q.com](mailto:kirk.russell(@)q.com) by November 1 each year. Your suggestions will be reviewed by the CFOA Executive Committee and presented to the CFOA Board of Directors for consideration as necessary. Please include all of the following information.

Name/Contact Information

Type of Comment (Suggested Change) (Editorial Correction)

Page # - *If it affects more pages please provide those also*

Column (First) (second)

Paragraph

Name of Diagram, if applicable

Your Comment or Revision

Your Rationale

Note: For diagram changes it may be easier to send a marked up diagram with a description of the change.