



Facilities Planning Policy & Procedure #6

TITLE: PROJECT SHOP DRAWINGS AND PRODUCT DATA

OBJECTIVE & PURPOSE To ensure consistent logging, and filing of shop drawings and product data submittals.

RESPONSIBILITY **ACTION**

PROJECT MANAGER

- ◆ Determine in consultation with A/E if project scope and duration is sufficiently complex to require a schedule of shop drawings from the GC/CM as described in General Conditions 3.12.5.4.
- ◆ Inform GC/CM and A/E that all submittals to FAU are to be transmitted to the FAU Project Manager after GC/CM and A/E have reviewed/approved.
- ◆ At the beginning of the project, inform GC/CM to submit Manufacturer’s Declaration List for Divisions 15 & 16 to the Engineering & Utilities Department thru the FAU Project Manager.

ENGINEERING & UTILITIES DEPT.

- ◆ Respond in writing to the FAU Project Manager with any problems or questions for the A/E.

PROJECT MANAGER

- ◆ Shall respond to A/E in writing if there are problems or questions with any submittals.
- ◆ File the submittal as follows:
 - Minor projects** – In project file.
 - Major projects** – In separate cardboard storage file which is kept in the Project Manager’s office during construction. Submittals shall be filed by spec. section.

REFERENCE

- ◆ FAU Project Manual, General Conditions, Article 3.12.5.4
- ◆ FAU Cost Containment Guidelines dated May 2003
- ◆ FAU Facilities Planning Policy & Procedures FP #13 & FP #14

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APPROVED:	Vice President	Associate V.P.	Director