TITLE

CONTRACT DOCUMENT SUBMITTAL STORAGE – MAJOR PROJECTS

OBJECTIVE & PURPOSE
To ensure all Contractual Submittals are stored systematically for easy reference.

RESPONSIBILITY

FACILITIES PLANNING PROJECT MANAGER

♦ Receive deliverable from the A/E consultant according to the A/E contract. Deliverables may include Schematic Design, Design Development, 50% Construction Documents, 100% Construction Documents, Bid Documents, State Fire Marshal approved Construction Documents, Record Documents.
♦ Label new submittal in accordance with Policy & Procedure FP#2
♦ Maintain the most current project drawing submittal (drawings and specifications) in the rack room.
♦ Using a fully completed transmittal, transfer the prior submittal from the rack room to the Plans Room supervisor.
♦ Verify that the prior submittal is labeled and that the label is visible when the drawings are rolled up. The drawing label shall include: the Project Number, the Submittal Title and Date (ie: Advanced Schematic), and the Facilities Planning Project Manager's name.

PLANS ROOM SUPERVISOR

♦ Return prior submittal to the Facilities Planning Project Manager if it is missing a label or has an incorrect label
♦ Place the prior submittal into storage box
♦ Add the drawing label information onto the individual storage box inventory list

Issued By: Richman & Capeletti
Date Issued: 4/1/2001  Date Revised: 11/2010  Effective Date: 4/1/2001

APPROVED:
Vice President  Associate V.P.  Director

N/A