

BR-PROJECTS FILING SYSTEM – MAJOR PROJECTS

PROGRAM: Copy of the approved Facilities Program including all revisions.

FUNDING: All approved C.O.I.P.'s and releases should be fastened to inside left cover. All other correspondence relating to project funding, requests for release of funds etc. should be fastened to inside right cover.

PURCHASE ORDERS: All Purchase Orders written against the BR-account.

CORRESPONDENCE

FAU: All correspondence initiated by the University, unless it directly applies to another file category (i.e. funding).

A/E: All incoming correspondence from the A/E firm selected for the project, only after selection is complete (see A/E Selection).

CM/GC: All incoming correspondence from the Construction Manager/General Contractor.

SFM: All incoming correspondence from the State Fire Marshal's office/SFM field inspectors (i.e. plan approval, shop drawing approval, inspection reports).

TALLAHASSEE: All incoming correspondence from Tallahassee unless it directly applies to another file category (i.e. funding).

MISCELLANEOUS All other general correspondence, such as inquiries, etc.

PAYMENTS

A/E PAYMENT: Architect/Engineer payments.

GC/CM PAYMENT: General Contractors/Construction Managers payments.

CONTRACTS

A/E CONTRACT: Architect/Engineer Contract including Amendments and fully executed Additional Services.

CHANGE ORDERS: Fully Executed Change Orders to the Construction Contract.

GC/CM GMP CONTRACT / BONDS / INSURANCES: General Contractor/C.M. Contract, bonds, insurances.

REPORTS

MEETINGS: Meeting Minutes

STATUS REPORTS: Monthly Project Status Reports from the architect/engineer

FIELD REPORTS: Project Manager's Daily Report on project

MONTHLY REPORTS: Monthly Report from the CM/GC

SELECTIONS

A/E SELECTION: All correspondence, forms, responses to requests for information from the applicants etc., up to issuance of a contract (see A/E contract and A/E correspondence).

ATTACHMENT "A"

C.M. SELECTION: All correspondence, forms, responses to requests for information from the applicants, etc., up to issuance of a contract (see C.M. contract and C.M. correspondence).

SUBMITTALS

CONCEPTUAL SCHEMATIC DESIGN SUBMITTAL The written portion of the A/E's CS Submittal.

ADVANCED SCHEMATIC DESIGN SUBMITTAL: The written portion of the A/E's AS Submittal.

DESIGN DEVELOPMENT SUBMITTAL: The written portion of the A/E's DD Submittal.

50% CONSTRUCTION DOCUMENT SUBMITTAL: The written portion of the A/E's 50% CD Submittal.

100% CONSTRUCTION DOCUMENT SUBMITTAL: The written portion of the A/E's 100% CD Submittal.

SURVEYS / TESTING / INSPECTION REPORTS: Project Surveys, Tests, and Inspection Reports.

PERMITS: All Permits issued to the University from any State Agency, including amendments (S.F.W.M.D., H.R.S., etc.).

FURNITURE AND EQUIPMENT: Approved furniture list and Purchase Orders for F & E purchases.

ARTWORK: Any correspondence relating to the artwork including the selection process for the artist and subsequent communication.

CONSTRUCTION PHOTOS: Construction photographs, with dates.

NOTICE TO OWNER: Notices to Owner.

BID TABULATION FORMS: Signed copies of the CM Bid Tabulation Forms.

BID AWARD: All correspondence relating to the Bid for Construction.

CLOSE-OUT

SUBSTANTIAL COMPLETION: Certificate of Substantial Completion and Inter-Departmental Substantial Completion forms.

PUNCH LIST: "Official" A/E Punch List produced at Substantial Completion.

FINAL COMPLETION: A/E and GC/CM Certificate of Final Completion, and Inter-Departmental Final Completion forms.

INSURANCE FORM: Florida Fire Insurance Trust Fund Coverage Request Form..

SHOP DRAWINGS: Approved shop drawings, separated by CSI Division, 1-16.

All files are maintained in chronological order with the most current, last approved, on top. Project coordinators must indicate on all items the file name into which the item is to be filed, not just the project number.