



University Architect & Associate VP Policy & Procedure #24

TITLE **CONTRACT DOCUMENT SUBMITTAL STORAGE – MAJOR PROJECTS**

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

RESPONSIBILITY **ACTION**

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 Project Manager’s name.

PLANS ROOM SUPERVISOR

- ◆ Return prior submittal to the Project Manger 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

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