



# Facilities Planning Policy & Procedure #1

**TITLE** **DISTRIBUTION OF CORRESPONDENCE - MAJOR PROJECTS**

**OBJECTIVE AND PURPOSE** To ensure the proper distribution of correspondence from the A/E & CM/GC and establish internal quality assurance.

**RESPONSIBILITY** **ACTION**

- PROJECT MANAGER**
- ◆ Provide A/E and CM/GC correspondence distribution list for BR Projects at project kick-off meeting
  - ◆ Distribution of correspondence is to be as follows:

CORRESPONDENCE ITEM	PROJECT MANAGER	CONST. PROJECT SPECIALITS	ASSOCIATE DIRECTOR	DIRECTOR
	#1 address to #2 indicates personnel to be copied			
Routine Day to Day Business	1	2		
Design Meeting Minutes	1	2	2, *	**
Construction Job Meeting Minutes	1	2	2, *	**
Monthly Status Reports	1		2, *	**
CM/GC Certificate for Partial Payment (thru A/E)	1			**
A/E Invoices	1			**
Request for Change Order (thru A/E)	1			**
Request for Additional Service	1			**
Certificate of Substantial Completion	1			**
Operating Manuals & Warranties	1			
Final Certificate of Contract Completion	1			

- \* Projects where the Associate Director is the Project Manager, the Director is to be copied in accordance with the Associate Director Heading.
- \*\* Director of Facilities Planning to be copied on issues that the consultant or contractor interpret as outside of their contract, or that will substantially impact the budget or schedule.

Issued By: Donaudy	Date Issued: 4/1/2001	Date Revised:	Effective Date: 4/1/2001
APPROVED:	Vice President	Associate V.P.	Director