

The documents listed below are required for UW Facilities department to meet the State's requirements for records retention and for the maintenance, repair and renovation of UW facilities. Submit these documents to the UW Facilities Engineering Services' Records team. Records only accepts digital formats (.pdf, .mp4, .dwg) unless otherwise noted.

The requirements for .pdf files are defined in the A/E agreements, attachment G for the A/E and in the Division 01 submittals specification 01 33 00. Digital .pdf records of other documents, such as specification O&Ms, reports and studies shall be submitted directly to ES Records after the PM/CM reviews them for completeness and quality. It is the project manager's responsibility to ensure that all the required documents are reviewed for completeness and quality, and that all documents indicated on the transmittal form were submitted.

AutoCAD .dwg files must be reviewed and approved by the Capital and Space Management (CSM) CAD Compliance Review Group before they are submitted.

DESIGN PHASE

- Topographical site survey
- Geotechnical report (from consultant)
- Design calculations
- Basis-of-design documentation (all disciplines)

CONSTRUCTION

SUBSTANTIAL COMPLETION PHASE

- Current contractor as-built red-line drawings and specifications
- Preliminary operations and maintenance (O&M) manuals

FOR PROJECTS WITH COMMISSIONING

- Preliminary commissioning report
- Preliminary balancing report

FOR PROJECTS WITHOUT COMMISSIONING

- Current TAB report and ECS point-to-point testing documentation

*CONTRACTOR AS-BUILT CAD SHOP DRAWINGS
(PDF AND DWG, REQUIRED AT THIS PHASE)*

- Fire detection and alarm
- Fire suppression sprinklers
- CAAMS
- Others _____

*NOTE: NON-PDF SUBMITTALS SUCH AS VIDEOS, DVDS,
SOFTWARE APPLICATIONS (ETC.) SHALL BE FORWARDED
TO FS RECORDS AT THIS PHASE*

- Operating and maintenance training videos (.mp4)
- Lighting control software and programming report
- Short circuit study report (.skm and .pdf)
- Environmental controls software
- Others _____

CONSTRUCTION

FINAL COMPLETION PHASE

- A/E consultants record as-built drawings (.pdf and CAD .dwg format)
- Final O&M manuals

FOR PROJECTS WITH COMMISSIONING

- Final M&E commissioning binders
- Final air balancing report

FOR PROJECTS WITHOUT COMMISSIONING

- Final air balancing report
- Final environmental controls point-to-point testing documentation

OTHER PROJECT CLOSEOUT DOCUMENTS

Engineering reports and studies, when separate from construction documents

- Commissioning report/final basis-of-design information (from commissioning authority)
- Others _____

ENVIRONMENTAL POST-JOB SUBMITTAL DOCUMENTATION

- Asbestos surveys
- Lead surveys
- Hazardous materials surveys
- Phase I environmental site assessment (ESA) reports
- Phase 2 ESA reports
- Underground storage tank (UST) closure reports
- UST assessment reports
- UST permits
- Remedial investigation/feasibility study reports
- Cleanup action plans
- Compliance monitoring plans
- Storm water permits
- Storm water flow and quality studies
- Environmental cleanup reports
- Storm water sampling plans and reports
- Others _____

Note: PDF record of the contractor's binder of MSDS used on the project should be submitted directly by CPD to Records Management, not Engineering Services' records.