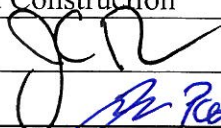



**Standard Operating Procedure (SOP)
Project Filing and Record Keeping**

SOP No.	DC-1700	Revision:	0
Department:	Design and Construction	Date:	10/5/2009
Dept. Head Approval:			
Director Approval:			10/6/09

Purpose

The purpose of this section is to describe the procedure for maintaining project files and records. Project files are a very important aspect of capital construction projects. Organized files allow important information to be accessed during and after the project. Project files are also critical should there be a dispute, claim, or litigation associated with the project.

Responsibility

1. The following people are responsible for following this SOP.
 - 1.A. Managers

Definitions

- 1.

Procedure

1. **Project Files should be maintained using the Design and Construction Filing System which is attached as Exhibit 1700 A.**
 - 1.A Exhibit 1700A provides a frame work for Project Filing and is divided in 6 Sections. The subsections under each of the six major sections may be modified as needed to suite a given project at the Project Mangers discretion.
 - 1B. Hard copies of project files should be kept in the Central Filing Cabinets and also electronically on the Network I Drive under Project Files using the same convention. The hard copy file should be a complete file, and the electronic file will serve as a back up for files that are available electronically.
2. See Project Closeout section for procedures related to archiving project files and transmitted various record documents to appropriate repositories.

Exhibit 1700A

Design and Construction, Project Filing System:

1. Owner Administration

- 1.1. Project Scope Statement
 - 1.1.1. Project Summary Sheet
- 1.2. Project Schedules
- 1.3. Project Budget
- 1.4. Funding Requests Forms
- 1.5. Project Approvals
 - 1.5.1. CPC and BOG
- 1.6. Monthly Reports
- 1.7. Lessons Learned/Post Project Evaluations
- 1.8. Administrative Closeout
- 1.9. Other

2. Contracts

- 2.1. Request for Proposals (RFP) Documentation
- 2.2. Request for Bids (RFB) Documentation
- 2.3. Purchase Orders/Change Orders and Notices (by Vendor)
- 2.4. Invoices (by Vendor)

3. Programming/Planning

- 3.1. Program of Requirements
- 3.2. Correspondence (sort by sender)
- 3.3. Meeting Minutes/Notes

4. Design Phase

- 4.1. Correspondence (sort by sender)
- 4.2. Meeting Minutes
- 4.3. Design Documents and Deliverables
- 4.4. Design Phase Estimates
- 4.5. Design Phase Schedules
- 4.6. Design Review Comments (sort by Phase)
- 4.7. Other

5. Construction

- 5.1. Construction Bid Documents and Supplemental Drawings
- 5.2. Correspondence (sort by vendor)
- 5.3. Meeting Minutes
- 5.4. Request for Information (RFIs)
- 5.5. Submittals
 - 5.5.1. Schedule of Values
 - 5.5.2. Progress Schedules
 - 5.5.3. General Submittals/Shop Drawings –by Division
 - 5.5.4. O&M Manuals
 - 5.5.5. As-built Documents
- 5.6. Construction Change Order Proposals and Documentation (sort by number)
- 5.7. Daily Logs
- 5.8. Construction Photos
- 5.9. Testing
- 5.10. Furniture Fixtures and Equipment (FFE)
- 5.11. Permits
- 5.12. Punch List
- 5.13. Commissioning
- 5.14. Closesout
- 5.15. Moving

6. Other

Notes:

Projects will be filed by Project Number and Name (e.g. 200050045 Brooks Hall Renovation)
Electronic Files location at I:Projects/PDC/Project Files