



Standard Operating Procedure (SOP)
Logging Documentation

Table with 4 columns: SOP No., Department, Dept. Head Approval, Director Approval. Contains handwritten signatures and dates like 3/28/07 and 4/2/07.

Purpose:

The purpose of logging in documentation received into Document Control is to keep track of all building and project information that has been received since October of 2005.

Scope:

The scope of work includes but is not limited to the following: Receiving the documentation such as 1 set of As-built drawings, either electronic (preferred) or hard copies, 1 set of Om Manuals and Warranties and Specifications, all information pertaining to the project other than what has been listed above.

Responsibility:

It is the responsibility of Document Control to receive, track and file information that comes into the department from Project Managers and other entities within the University, for storing and archiving.

Procedure:

- 1. Receiving Documentation: 1.A. Documentation is provided to the department through the Project Managers in control of the project. 1.B. Documentation is preferred to be in electronic form but hard copies will be kept if no electronic form is possible to receive. Document Control will accept only one copy of the documentation. 2. Logging in Documentation Received: 2.A. Documentation received must be logged into Document Control. The spreadsheet for this is currently located on the I:\Spreadsheets>FM Resource Mgt>Map Room> OM Asbuilts.xls

- 2.A.1. Enter the following information as related to the documents:  
 Date Delivered  
 Description of the OM, As-Built or specifications  
 Yes or no if received electronically  
 Project #  
 Building

OM Manuals As- Built								
Delivered Date	Description OM Manuals	AS-Built	Electronic Drawings	Project#	Building	Contact	Phone	Email
11/18/05	Landau Building Co (new)				02020125	Paul Whiteman	x	x
11/30/05	Football Stadium Concession Stand (new) PenLine Tri County Electric Co. Inc.				02020232	Paul Whiteman	x	x
12/05/05	Ag Annex Roof Top AHU for rm 104 Om Manual (new)				02020124	Paul Whiteman	x	x
xxxxxxxx	Hodges Hall OM Manual				02020044	Jacki Marino	3-6138	Jacki.marino@mail.wvu.edu
02/14/06	Mountainair parking garage				02010012	Paul Hanko	x	x
05/17/06	South Ag Science addition received Plumbing, HVAC, Electrical, Fiber Tests Results, Data Voice, Shop Dwg, As built Communication Dwg, Fire Protection				02020125	John Sommers	3-2856	
06/28/06	ESB 10th fl renov			10000264	02020126	David Freeze	x	x
09/19/06	Pushkar Center HVAC proj# 10000309 HVAC OM Manuals and Asbuilt	Pushkar Center HVAC proj# 10000309 HVAC OM Manuals and Asbuilt		10000309	02020231	Paul Whiteman	x	x
09/27/06		Armstrong 210 abatement	yes	20060318	02010031	Jennifer Morris		
09/27/06		Armstrong 301D / 303 renovation	yes	20060275	02010031	Jennifer Morris		
09/27/06		Stewart Hall 108D renovation	yes	20060316	02010013	Jennifer Morris		
10/11/06	Allen Hall Asbestos Abatement	Allen Hall Asbestos Abatement As-built	Yes	10000362	02020123	Kevin Klinsky		
11/06/06	Downtown Infrastructure Phase One 10000359	Trane Equipment water Cooled CenTra Vac with CH530	No	10000359	ALL DT	Artie Forman		
11/06/06	WVU CEMR/NANO Building	Fire Protection System	No	10000109	02020126	Artie Forman		

Contact  
 Phone and Email Address  
 Example of Spreadsheet

3. **Filing:**  
 3.A. File the documents based on the Filing Documentation procedures.