



Records Transmittals - Closeout Submittals and As-Builts

Instructions: Project Manager: At 97% completion, please fill out the project information, submittal requirements, consultant information and sheet 2 with the information about the specific as-builts that are being submitted to FIS. Sign and date under the review and approvals section on page 1 and email to FIS Representative (kingkend@msu.edu).

PROJECT INFORMATION:

Project Manager: _____

Project Number: _____ **Date:** _____

Project Name: _____

Bid Pack #: _____ **Bid Pack Description:** _____

Was IPF Project Services involved? **yes** **no**

Project Services PM name or parent order: _____

SUBMITTALS (check all that apply):

None Required

Autodesk Forma/Build

FADE information
(select one):

Other _____

PlanGrid

CONSULTANT/DESIGNER INFORMATION

Please list **ALL** Consultant Firms and contacts with contracts/POs with for the project **(see sheet 2 for specific details)** .

Consultant Firm

Contact Name

FIS Use Only
Date sent

<u>Consultant Firm</u>	<u>Contact Name</u>	<u>FIS Use Only</u> <u>Date sent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

IPF DC Designer(s) _____

FIS Review and Approvals (please use signature):

FIS As-Built Rep _____ **date** _____

FIS EAM Rep _____ **date** _____

Date transmittal _____ returned to PM
_____ added to Final Pay App BP _____

See Sheet 2...

AS-BUILT DRAWINGS **Select the System Used:**

DRAWING TYPE

VENDOR

INCLUDED

NOTES

FIS Use Only
Meridian? MU or R?

Marked-Up Bid Set

Additional Drawings from Contractors/Subcontractors (not part of marked-up bid set)

Site/Civil Work

Structural Steel

Food Service Equip

Casework

Plumbing/Piping

HVAC (Sheet Metal)

Fire Suppression

Building Controls

Fire Alarm

A/V System

Data/Comm

Electrical

Snowmelt

**Additional
Comments**