



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.

PROJECT INFORMATION:

Project Number: _____ **Date:** _____

Project Name: _____

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

Project Manager: _____

SUBMITTALS (check all that apply):

None required In Build FADE required

other _____ in PlanGrid No FADE

AS-BUILT DRAWINGS (see sheet 2 for specific details)

Consultant Information (Please list ALL Consultant Firms PDC had contracts/POs with for the project.)

Outside A/E firm(s) IPF-PDC Designer **FIS Use Only**

A/E Contact Person: _____ A/E Firm: _____ date: _____

A/E Contact Person: _____ A/E Firm: _____ date: _____

A/E Contact Person: _____ A/E Firm: _____ date: _____

Drawings sent

Review and Approvals (please use signature):

Project Manager _____ Date Reviewed _____

FIS As-Built Rep _____ Date Reviewed _____

FIS Submittals Rep _____ Date Reviewed _____

Electronic transmittal returned to PM on (Date): _____

Uploaded transmittal to Final Pay App
See Sheet 2...

AS-BUILT DRAWINGS

DRAWING TYPE	VENDOR	INCLUDED – SPECIFY SYSTEM		NOTES	FIS - In Meridian?
<u>Drawings from GC/CM</u>					
Marked-up Bid Set	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
<u>Additional Drawings from Contractors/Subcontractors (not part of marked-up bid set)</u>					
Site Work	_____		<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
Snowmelt	_____		<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
Structural Steel	_____		<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
Food Service Equip	_____		<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
Casework	_____		<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
Plumbing/Piping	_____		<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
HVAC (Sheet Metal)	_____		<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
Fire Suppression	_____		<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
Controls	_____		<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
<i>Electronic (VISIO) set received?</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO			
• <i>Given to Central Control</i>		<i>Date:</i> _____	<i>Initials:</i> _____	<i>Notes:</i> _____	
Fire Alarm	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
• <i>Given to Quality Assurance for review</i>		<i>Date:</i> _____	<i>Initials:</i> _____		
AV System	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
Data/Comm	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	
	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BUILD <input type="checkbox"/> PLANGRID	_____	

COMMENTS: