



## 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.

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### PROJECT INFORMATION:

Project Number: \_\_\_\_\_

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Bid Pack #: \_\_\_\_\_

Bid Pack Description: \_\_\_\_\_

Project Manager: \_\_\_\_\_

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### SUBMITTALS (check all that apply):

None required

In Autodesk Build

FADE required

other \_\_\_\_\_

in PlanGrid

No FADE

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### 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**

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### 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					
• Given to Central Control		Date: _____	Initials: _____	Notes: _____			
Fire Alarm	_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> BUILD	<input type="checkbox"/> PLANGRID	_____	
• Given to Quality Assurance for review		Date: _____	Initials: _____				
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: