



## Facilities Records Submittals: Transmittal and Checklist

UVic Building Name: \_\_\_\_\_

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

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

Date of Subs. Completion: \_\_\_\_\_

UVic Project Lead: \_\_\_\_\_

The following record data/documents are required by UVic for final record submittals. Hard copy and/or digital files required are as noted, with numbers of each also identified. This checklist also serves as a transmittal. Check off under the "Incl" column the relevant documentation being submitted and attached with this submission.

Trade	RECORD DATA TYPE							
	Drawings				O & M Manuals – All Separate			
	CAD/DWG files (Images embedded and xrefs inserted)		PDF Digital Files		Separate Hard Copies Indexed in 3-ring Binders		Indexed PDF Digital Files	
	Reqd	Incl	Reqd	Incl	Reqd	Incl	Reqd	USB
Architectural	Y		Y		1		Y	
Civil	Y		Y		1		Y	
Controls	-		Y		1		Y	
Data & Communications	-		Y		1		Y	
Electrical	Y		Y		1		Y	
Elevator	-		Y		1		Y	
Fire Protection	Y		Y		1		Y	
Geotechnical	-		Y		1		Y	
Landscape	Y		Y		1		Y	
Mechanical	Y		Y		2		Y	
Plumbing	Y		Y		1		Y	
Structural	Y		Y		1		Y	

**Instructions:**

1. Attach this checklist with transmittal, check off items submitted.
2. Record drawings shall have the UVic Project number and name in the title block, a general drawing list, labeled as record drawings including the date they were made, shall have a size of 36 x 24 inches, shall be prepared using metric units, shall have a minimum text dimension of not less than 2 mm, be submitted in a DWG and PDF version identical to each other and have their own digital file, PDF files shall be printable, editable without security properties and printed correctly centered on the paper size. All DWG and PDF digital files shall be separated and shall contain the drawing number.
3. O&M Manuals shall be organized in binders with clear overlay on front cover and spine, or duotangs according to the maximum capacity of sheets, labeled with the UVic project number and name, the discipline, the substantial completion date, shall have an index, tabbed section dividers, and a list of content. The digital copy of each O&M Manual shall be separated into different files indicating the tab number and title of section.
4. Submit all electronic files on clearly labeled USB Flash Drive.
5. Receipt of information only does not imply acceptance. Revised submissions may be required if the information is incomplete. The Consultant may be required to correct and re-submit.

Consultant Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Consultant Signature: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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