

## **FPC PROJECT DOCUMENTS REQUIRED AT PROJECT CLOSEOUT**

### **Introduction**

This document is for the use of Project Managers and provides a description of all the document deliverables for all UH and UH System Projects. FPC projects cannot close and final payment cannot be rendered until all project documentation described in the Materials Checklist has been submitted.

The University of Houston has specific requirements for administrative and construction documents, construction drawings, land surveys, and facility documentation that must be submitted prior at project close-out. These requirements are specified in the Materials Checklist.

Materials submitted to UH should be coordinated with the UH Project Manager. The adequacy of the documentation will be reviewed by the FPC Archivist before a sign-off is completed.

### ***Project Manager Responsibilities***

Project Managers should be familiar with the Materials checklist and it is their responsibility to make sure that all the documents are received. All documents required as part of project close-out must be submitted in the formats described in the Materials Checklist. To ensure consistency of data, the Project Manager should confirm that the following templates and standards are used.

### **Templates Included**

1. Materials Checklist
2. FPC Project Contact List
3. Electronic File Index Template

This document is part of the Project Delivery.

## TEMPLATE 1 - MATERIALS CHECKLIST

Each Project at close-out must provide the following close-out materials.

	Materials	Electronic Copy	Hard Copy
<b>A. ADMIN DOCS</b>	<b>Contact List</b> FPC Project Contact List		
	<b>Financial Records</b> Contracts Change Orders		
<b>B. CONSTRUCTION DWGS.</b>	<b>Record<sup>1</sup> drawings, blacklines printed on Mylar</b> 3-mil thickness Acceptable sizes: <b>24"x36" or 30"x42"</b>		
	<b>Record<sup>1</sup> drawings, blacklines printed on paper</b>		
	<b>CAD files of Record<sup>1</sup> drawings on CD, DVD or Flash Drive</b> Must comply with UH CAD Standards <sup>2</sup> including: <ul style="list-style-type: none"> <li>• X-refs must be bound</li> <li>• naming conventions must be followed</li> <li>• polylines must be included with room information</li> </ul>		
	<b>All files used in the design or development of drawings on CD, DVD or Flash Drive</b> These files may include, but not be limited to: <ul style="list-style-type: none"> <li>• Unbound AutoCAD x-ref files</li> <li>• Files in original format, i.e. dwg, dwf, rvt, jpg, tiff, xls, dgn, doc, pdf, etc...</li> <li>• Survey data files, TIN, DTM, ASCII point data and field books</li> </ul>		
	<b>Indices of electronic files</b> Use Electronic Files Indices Template		
<b>C. CONSTRUCTION DOCS.</b>	<b>Specifications</b> As-built <sup>1</sup> Construction Delivered both electronically and in print		
	<b>Operation and maintenance manuals</b>		
	<b>Guaranty/warranty materials</b>		
	<b>Submittals</b> Delivered both electronically and in print.		
<b>D. SURVEYS and REPORTS</b>	<b>Blacklines printed on Mylar</b> <i>All surveys completed as part of a capital project must be submitted (electronic or print) at project closeout. Refer to Surveying Standards and Recovery Notes in the UH CAD Standards<sup>2</sup></i>		
	<b>Blacklines printed on paper</b>		
	<b>CAD files of survey</b>		
	<b>Geotechnical Reports</b>		
	<b>All other Project Reports</b>		
	<b>Environmental Studies</b> <i>If produced</i>		
	<b>Any other pertinent Studies or Reports</b>		

<sup>1</sup> The term "record" defines drawings that incorporate all changes made during construction. These drawings should accurately record the actual construction of the building, as opposed to the initial construction documents.

<sup>2</sup> The UH CAD standards are at <http://www.uh.edu/plantops/departments/fpc/cad-standards/index.php>.

## TEMPLATE 2 - FPC PROJECT CONTACT LIST

Information must be provided for each person or firm (architects, contractors, sub-contractors, etc.) involved in the project.

Project Name:

Date:

U of H Project Manager:

Submitted by:

U of H FPC Project number:

Local Project Number:

Building Number(s):

Building Root Number(s):

Last Name	First Name	Title\Project Responsibility	Company	Mailing Address	Phone	E-Mail

This document is part of the Project Delivery.

## TEMPLATE 3 - ELECTRONIC FILES INDICES

All electronic materials (CAD files, TIFF scans, index table files, etc.) must be delivered on CD-ROM or DVD, formatted using Windows 2000 or higher.

Indices for scans must be submitted in paper format **and** electronically in Microsoft Excel (version 5.0 or later). A blank template of this form is available on the UPO website at [http://www.uh.edu/plantops/fpc\\_cad\\_standards.html](http://www.uh.edu/plantops/fpc_cad_standards.html). Scans must be done at a resolution of 300dpi at hard copy dimensions. Indices must contain the following information:

1. File Name
2. Title of Drawing
3. Horizontal Paper Size - measured in inches, indicate the width of the original paper drawing at its widest horizontal dimension
4. Vertical Paper Size - measured in inches, indicate the length of the original paper drawing at its widest vertical dimension
5. Scale - indicate the scale of the original drawing (examples: 1"=20' or NTS)
6. Pixel Depth - indicate color, grayscale, bi-tonal

### Sample Electronic File Index

#### PROJECT INFORMATION

**A/E Firm:** Universal Architecture and Engineering  
**UH Project Manager:** Eva Lyon  
**Name of Project:** Neural Research Lab Renovation  
**UH Project #:** P990007  
**UH Building #:** 545  
**UH Building Name:** Science and Engineering Research Center

#### ELECTRONIC FILE INFORMATION

DRAWING INFORMATION		CAD FILE INFORMATION		PDF File Information			
Sheet Title	Sheet #	File Name	Program Type and Version	PDF file name	Dimension		Scale
					Vertical	Horizontal	
First Floor Demolition Plan	D1	545_D-1_2011.dwg	AutoCAD 2009	545_T-1_2011.pdf	30"	42"	1' = 20'
Second and Third Floor Demolition Plan	D3	545_D-2_2011.dwg	AutoCAD 2009	545_D-1_2011.pdf	30"	42"	1' = 20'
Second and Third Floor Plan	A2	545_A-2_2011.dwg	AutoCAD 2009	545_D-2_2011.pdf	30"	42"	1' = 20'
Elevations	A3	545_A-3_2011.dwg	AutoCAD 2009	545_A-2_2011.pdf	30"	42"	1' = 20'
Second and Third Enlarged Stair Plan	A4	545_A-4_2011.dwg	AutoCAD 2009	545_A-3_2011.pdf	30"	42"	1' = 20'