

Form 2 - Record Documents Submitted

Please "Check" the appropriate boxes for the submittal of Record Documents and Materials to Facilities Records.

IMPORTANT: Section 7.5.24 of the 2019 CPSM states: "These documents shall be provided to the Owner electronically in PDF format. The Owner may also request additional copies of the record documents in other formats at its discretion. The building-owning Agency is responsible for records retention in accord with the applicable Library of Virginia Records Retention Policy."

Turnover Date: _____ Submitted By: _____

Building Name: _____ Building #: _____ Phone: _____

Contact: gis-space-g@vt.edu

Project WO #: _____ Email: _____

Project Description: _____

Project Type: Renovation Capital Roof Maintenance Reserve Design Only

Work: In House

A/E Firm: _____ General Contractor: _____

Information Submitted

Drawings: CAD and PDF Other: _____

Civil Structural Mechanical Fire Protection/Sprinkler

Architectural Plumbing Electrical Other: _____

Operations & Maintenance Manuals: PDF Digital

Mechanical Roof Finishes Fire Protection/Sprinkler

Electrical HVAC Elevator Other: _____

Specifications: (PDF Format)

Submittals: (PDF Format)

Warranty Information: (PDF Format)

Other Documents: PDF Digital

Permits Photos Reports

Certificates Inspections Other: (List below)

Please List Other:

Additional Notes:

 Records Manager Signature

 Project Manager Signature