

Record Documents Submitted

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

IMPORTANT: Section 1024.5 of the CPSM states: "These [record] documents may be in paper form, Mylar, or microfilm. Electronic copies of these documents on CD **have not yet been approved** by the Library of Virginia Archivist as being a suitable storage medium."

Turnover Date: _____	Submitted By: _____
Project Name: _____	Phone: _____
Project/ISR #: _____	E-mail: _____
Project Type: <input type="checkbox"/> Renovation <input type="checkbox"/> Capital <input type="checkbox"/> Roof <input type="checkbox"/> Maintenance Reserve <input type="checkbox"/> Design Only	
A/E Firm: _____	Gen. Contractor: _____
Bldg. #: _____ Contact Ken Farrar (farrark@vt.edu) for assistance	

Information Submitted

Drawings: CAD PDF Paper

<input type="checkbox"/> Civil	<input type="checkbox"/> Structural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Fire Protection/Sprinkler
<input type="checkbox"/> Architectural	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical	<input type="checkbox"/> Other:

Operation & Maintenance Manuals: Hard Copy and CD (Digital)

<input type="checkbox"/> Mechanical	<input type="checkbox"/> Roof	<input type="checkbox"/> Finishes	<input type="checkbox"/> Fire Protection/Sprinkler
<input type="checkbox"/> Electrical	<input type="checkbox"/> HVAC	<input type="checkbox"/> Elevator	<input type="checkbox"/> Other:

Specifications: Hard Copy CD (Digital)

Submittals: Hard Copy CD (Digital)
(Attach List of Submittals)

Warranty Information: Hard Copy and CD (Digital)

Please list:

Other Documents

<input type="checkbox"/> Permits	<input type="checkbox"/> Photos	<input type="checkbox"/> Reports	<input type="checkbox"/> ESC / SWPPP Data
<input type="checkbox"/> Certificates	<input type="checkbox"/> Inspections	<input type="checkbox"/> EIR	<input type="checkbox"/> Other:

Forms: [Equipment Inventory in AIM](#) [Sprinkler Inventory Update](#)

Additional Notes:

Records Manager Signature

Project Manager Signature

Facilities Records will not be responsible for materials submitted without a signed Record Documents Submitted form.

For Official Use Only

FACRecords#: