

Record Documents Submitted

Mark the appropriate boxes for the submittal of Record Documents and Materials to Facilities Records.

IMPORTANT: See Virginia Tech Design & Construction Standards Manual (DCSM) section 2.8 for requirements regarding electronic formats, copies of record documents, and records retention.

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:

Permits Photos ECS/SWPPP Data Inspections

Certificates EIR Reports Other: (List below)

Please List Other:

Additional Notes:

Records Manager Signature

Project Manager Signature