

## Project File Responsibility and Checklist

Project Number								
Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author	
<b>0000 Initiate-Plan</b>								
<b>0010 Initiate</b>								
Project Request Form					●			
<b>0030 Budget-Estimate Letters</b>								
Budget Estimate Template	●							
Conceptual Project Schedule	●							
Estimate Letter Drafts (unsigned)	●							
Project Kick Off Meeting	●							
<b>0050 Funding Details</b>								
Business Plan					●			
Cash Flow Projection/Reports	●						●	
Chartfield Request					●			
Controlling Board Request		●						
Fund Transfers			●					
Journal Entries			●					
<b>0060 Approvals</b>								
Administration and Planning approval memos					●			
BOT Project Data Sheet					●			
BOT Project Update					●			
Business and Finance approval memos					●			
Estimate Letters - Approved by Customer	●				●			
Facilities Improvement Project Approval Form					●			
Funding Agreements (other than IFA)					●			
Initial Funding Agreement (IFA)					●			
Joint Use Agreement		●			●			
Memorandum of Understanding (MOU)		●			●			
Memorandum of Understanding (OSP-MOU)		●						
Repair and Renovation Request					●			
<b>0100 Procurement</b>								
<b>0105 Study</b>								
<b>Selection</b>								
Interview Agenda	●							
Interview Questions	●							
Non-Selected Notifications		●						
Non-shortlisted Notifications		●						
Request for Qualifications (advertisement)		●						
RFQ Rejected Memo		●						
Score Sheet(s)	●	●						
Selection Approval Memo		●						
Short List Approval Memo		●						
Short List Notifications		●						
<b>Agreement</b>								
Agreement		●						
Agreement Checklist		●						
Agreement Letters and Memos		●						
Agreement Summary		●						
AM Best Rating Form		●						
Amendment		●						
Award Notification		●						
Bureau of Workers Comp Certificate		●						
EDGE Form		●						
Email Addresses		●						
Equal Employment Opportunity Requirements		●						
Insurance Certificate		●						

## Project File Responsibility and Checklist

Project Number								
	Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author
	License Verification		●					
	Limited Scope Agreement		●					
	Qualification Form (SF-330)		●					
	Statement of Wage and Employment		●					
	Technical Proposal Transmittal & Fee Proposal		●					
	Unresolved Findings		●					
	<b>0110 AE</b>							
	<b>Selection</b>							
	Interview Agenda	●						
	Interview Questions	●						
	Non-Selected Notifications		●					
	Non-shortlisted Notifications		●					
	Qualification Form (SF-330)		●					
	Request for Qualifications (advertisement)		●					
	RFQ Rejected Memo		●					
	Score Sheet(s)	●	●					
	Selection Approval Memo		●					
	Short List Approval Memo		●					
	Short List Notifications		●					
	<b>Agreement</b>							
	Agreement		●					
	Agreement Checklist		●					
	Agreement Letters and Memos		●					
	Agreement Summary		●					
	AM Best Rating Form		●					
	Amendment		●					
	Award Notification		●					
	Bureau Workers Comp Certificate		●					
	EDGE Forms		●					
	Email Addresses		●					
	Equal Employment Opportunity Requirements		●					
	FFE Agreement		●					
	FFE Proposal		●					
	Insurance Certificate		●					
	Key Card Agreement	●						
	License Verification		●					
	Limited Scope Agreement		●					
	Tax Exempt Request		●					
	Technical Proposal Transmittal & Fee Proposal		●					
	Unresolved Findings		●					
	<b>0115 DB</b>							
	<b>Selection</b>							
	Best Value Rating Form	●						
	Competitive GMP Submittal	●						
	Interview Agenda	●						
	Interview Questions	●						
	Legal Advertisement		●					
	Non-Selected Notifications		●					
	Non-shortlisted Notifications		●					
	Payment Bond		●					
	Performance Bond		●					
	Request for Qualifications (advertisement)		●					
	RFP (Request for Proposal)		●					
	RFP Q & A							
	RFP Submittals	●						
	RFQ Rejected Memo		●					

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	Score Sheet(s)	●	●					
	Selection Approval Memo		●					
	Short List Approval Memo		●					
	Short List Notifications		●					
	<b>Agreement</b>							
	Agreement		●					
	Agreement Checklist		●					
	Agreement Letters and Memos		●					
	Agreement Summary		●					
	AM Best Rating		●					
	Amendment		●					
	Audit Request Form			●				
	Award Notification		●					
	Bureau Workers Comp Certificate		●					
	Email Addresses		●					
	Equal Employment Opportunity Requirements		●					
	Escrow Agreement		●					
	GMP Exhibits	●						
	GMP Pre-Qual Criteria	●						
	GMP Prospective Bidders	●						
	GMP ROA	●						
	GMP Tangible Property	●						
	Insurance Certificate		●					
	Insurance Information Request		●					
	Key Card Agreement	●						
	Notice of Commencement		●					
	Notice of Furnishings		●					
	Notice to Proceed		●					
	State Purchase Order		●					
	Tax Exempt Request		●					
	Technical Proposal Transmittal & Fee Proposal		●					
	Unresolved Findings		●					
	<b>GMP Amendment</b>							
	GMP Exhibits	●						
	GMP Pre-Qual Criteria	●						
	GMP Prospective Bidders	●						
	GMP ROA	●						
	GMP Tangible Property	●						
	<b>Request for Notice of Commencement</b>							
	Request for Notice of Commencement		●					
	<b>SOV-SMSD</b>							
	Schedule of Values		●					
	Subcontractor and Material Supplier Declaration		●					
	<b>0120 CMA-CMR</b>							
	<b>Selection</b>							
	CMR-Best Value Rating Form	●						
	CMR-Competitive GMP Submittal	●						
	Interview Agenda	●						
	Interview Questions	●						
	Legal Advertisement		●					
	Non-Selected Notifications		●					
	Non-shortlisted Notifications		●					
	Payment Bond		●					
	Performance Bond		●					
	Request for Qualifications (advertisement)		●					
	RFP (Request for Proposal)		●					

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Project Number								
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☐ RFP Q & A								
☐ RFP Submittals	●							
☐ RFQ Rejected Memo		●						
☐ Score Sheet(s)	●	●						
☐ Selection Approval Memo		●						
☐ Short List Approval Memo		●						
☐ Short List Notifications		●						
<b>☐ Agreement</b>								
☐ Agreement		●						
☐ Agreement Checklist		●						
☐ Agreement Letters and Memos		●						
☐ Agreement Summary		●						
☐ AM Best Rating		●						
☐ Amendment		●						
☐ Audit Request Form			●					
☐ Award Notification		●						
☐ Bureau Workers Comp Certificate		●						
☐ Construction Management Services Agreement		●						
☐ Email Addresses		●						
☐ Equal Employment Opportunity Requirements		●						
☐ Escrow Agreement		●						
☐ Insurance Certificate		●						
☐ Insurance Information Request		●						
☐ Key Card Agreement	●							
☐ Notice of Commencement		●						
☐ Notice of Furnishings		●						
☐ Notice to Proceed		●						
☐ State Purchase Order		●						
☐ Tax Exempt Request		●						
☐ Technical Proposal Transmittal & Fee		●						
☐ Unresolved Findings		●						
<b>☐ GMP Amendment</b>								
☐ GMP Exhibits	●							
☐ GMP Pre-Qual Criteria	●							
☐ GMP Prospective Bidders	●							
☐ GMP ROA	●							
☐ GMP Tangible Property	●							
<b>☐ Request for Notice of Commencement</b>								
☐ Request for Notice of Commencement		●						
<b>☐ SOV-SMSD</b>								
☐ Schedule of Values		●						
☐ Subcontractor and Material Supplier Declaration		●						
<b>☐ 0130 Other Consultants</b>								
<b>☐ Selection</b>								
☐ Interview Agenda	●							
☐ Interview Questions	●							
☐ Non-Selected Notifications		●						
☐ Non-shortlisted Notifications		●						
☐ Qualification Form ( SF-330)		●						
☐ Request for Qualifications (advertisement)		●						
☐ RFQ Rejected Memo		●						
☐ Score Sheet(s)	●	●						
☐ Selection Approval Memo		●						
☐ Short List Approval Memo		●						
☐ Short List Notifications		●						
<b>☐ Agreement</b>								

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Project Number								
Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author	
Agreement		●						
Agreement Checklist		●						
Agreement Letters and Memos		●						
Agreement Summary		●						
AM Best Rating Form		●						
Amendment		●						
Award Notification		●						
Bureau Workers Comp Certificate		●						
EDGE Forms		●						
Email Addresses		●						
Equal Employment Opportunity Requirements		●						
Insurance Certificate		●						
Key Card Agreement	●							
License Verification		●						
Tax Exempt Request		●						
Technical Proposal Transmittal & Fee Proposal		●						
Unresolved Findings		●						
<b>0140 Construction Contractor</b>								
<b>Pre-Award</b>								
Bid Analysis		●						
Bid Rejections (blanket)		●						
Bid Scope Review	●							
Bid Tabulation		●						
Escrow Agreement		●						
Legal Advertisement		●						
Pre-Bid Agenda		●						
Pre-Bid Attendance Roster		●						
Pre-Bid Meeting Minutes	●							
Recommendation of Award		●						
Responsibility Analysis	●							
Return Bond Memo (non-awarded bidders)		●						
<b>[ContractorName Contract #]</b>								
Audit Request Form		●						
Bid Envelope		●						
Bid Escrow Agreement		●						
Bid Extension		●						
Bid Form		●						
Bid Rejection		●						
Bidder's Financial Information (confidential)		●						
Bidder's Qualifications		●						
Bureau Workers Comp Certificate		●						
Contract		●						
Contract Bond/Power of Attorney		●						
Contract Checklist		●						
EDGE Forms		●						
EEO Compliance Certificate		●						
Escrow Agreement		●						
Insurance Certificate		●						
Insurance Information Request		●						
Key Card Agreement	●							
Notice of Furnishings		●						
Notice of Intent to Award		●						
Notice to Proceed		●						
State Purchase Order		●						
Tax Exempt Request		●						
Unresolved Findings		●						

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Project Number								
Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author	
<b>Request for Notice of Commencement</b>								
Request for Notice of Commencement		●						
<b>SOV-SMSD</b>								
Schedule of Values		●						
Subcontractor and Material Supplier Declaration		●						
<b>0150 Commissioning</b>								
<b>Selection</b>								
Interview Agenda	●							
Interview Questions	●							
Non-Selected Notifications		●						
Non-shortlisted Notifications		●						
Qualification Form (SF-330)		●						
Request for Qualifications (advertisement)		●						
RFQ Received Memo		●						
RFQ Rejected Memo		●						
Score Sheet(s)	●	●						
Selection Approval Memo		●						
Short List Approval Memo		●						
Short List Notifications		●						
<b>Agreement</b>								
Agreement		●						
Agreement Checklist		●						
Agreement Letters and Memos		●						
Agreement Summary		●						
AM Best Rating		●						
Award Notification		●						
Bureau Workers Comp Certificate		●						
EDGE Forms		●						
Email Addresses		●						
Equal Employment Opportunity Requirements		●						
Insurance Certificate		●						
Key Card Agreement	●							
Statement of Wage and Employment		●						
Tax Exempt Request		●						
Technical Proposal Transmittal & Fee Proposal	●							
Unresolved Findings		●						
<b>0160 Purchase Orders</b>								
<b>[Vendor Name PO Number]</b>								
eRequest (PDF)		●						
Purchase Orders		●						
Quotes/Proposals	●							
Requisition		●						
<b>0170 FFE Purchase Orders</b>								
<b>[Vendor Name PO Number]</b>								
eRequest (PDF)		●						
Purchase Orders		●						
Quotes/Proposals	●							
Requisition		●						
<b>0200 Manage Design</b>								
<b>0205 Pre-Des</b>								
Program of Requirements	●				●			
Program Validation	●							
Project Schedule - planning schedule	●							
Testing Reports	●							
<b>Meetings</b>								

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	Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author
	Action Items	●						
	Attendance Roster	●						
	Kick-off Meeting Template	●						
	Meeting Minutes	●						
	Project Review Meeting Template	●						
	<b>BIM Kickoff</b>							
	Meeting agendas, guides, etc.	●						
	<b>0220 SD</b>							
	Design Review Acceptance Form	●						
	Document Transmittal	●						
	Life Cycle Cost Analysis	●						
	Soil Boring Reports	●						
	Testing Reports	●						
	<b>Drawings (PDF)</b>							
	Drawings	●						
	<b>LEED</b>							
	LEED Application Form	●						
	<b>Meetings</b>							
	Attendance Roster	●						
	Meeting Minutes	●						
	Project Review Meeting Template	●						
	<b>Probable Cost</b>							
	Cost Estimate	●						
	<b>Review Comments</b>							
	A/E Response	●						
	Review Comments (FOD, A/E, etc)	●						
	<b>Schedule</b>							
	Project Schedule	●						
	<b>Constructability</b>							
	Maintainability Checklist	●						
	Review Comments	●						
	<b>0230 DD</b>							
	Design Review Acceptance Form	●						
	Document Transmittal	●						
	Life Cycle Cost Analysis	●						
	Soil Boring Reports	●						
	Testing Reports	●						
	<b>Drawings (PDF)</b>							
	Drawings	●						
	<b>LEED</b>							
	LEED Application Form	●						
	<b>Meetings</b>							
	Action Items	●						
	Attendance Roster	●						
	Meeting Minutes	●						
	Project Review Meeting Template	●						
	<b>Probable Cost</b>							
	Cost Estimate	●						
	<b>Review Comments</b>							
	A/E Response	●						
	Review Comments (FOD, A/E , etc)	●						
	<b>Schedule</b>							
	Project Schedule	●						
	<b>Constructability</b>							
	Maintainability Checklist	●						
	Review Comments	●						

## Project File Responsibility and Checklist

Project Number								
Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author	
<b>0240 CD</b>								
Design Review Acceptance Form	●							
Document Transmittal	●							
Life Cycle Cost Analysis	●							
Soil Boring Reports	●							
Testing Reports	●							
<b>Drawings (PDF)</b>								
Drawings	●							
<b>LEED</b>								
LEED Application Form	●							
<b>Meetings</b>								
Action Items	●							
Attendance Roster	●							
Meeting Minutes	●							
Project Review Meeting Template	●							
<b>Probable Cost</b>								
Cost Estimate	●							
<b>Review Comments</b>								
A/E Response	●							
Review Comments (FOD, A/E, etc)	●							
<b>Schedule</b>								
Project Schedule	●							
<b>Constructability</b>								
Maintainability Checklist	●							
Review Comments	●							
<b>0250 Bid Doc</b>								
Addendum	●							
Conformed Documents Transmittal	●							
Cost estimate	●							
Plan Approval (Building Permits)	●							
<b>As Bid</b>								
Drawings, specifications, etc	●							
<b>Conformed</b>								
Drawings, specifications, etc	●							
<b>Permit Set</b>								
Drawings, specifications, etc	●							
<b>0270 FFE</b>								
<b>Equipment</b>								
Drawings	●			●				
Meeting Agendas	●			●				
Meeting Minutes	●			●				
Options	●			●				
Review Comments	●			●				
Samples	●			●				
Schedules	●			●				
Worksheet	●			●				
<b>Fixtures</b>								
Drawings	●			●				
Meeting Agendas	●			●				
Meeting Minutes	●			●				
Options	●			●				
Review Comments	●			●				
Samples	●			●				
Schedules	●			●				
Worksheet	●			●				



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Project File Responsibility and Checklist								
Project Number								
Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author	
<b>Furnishing</b>								
Drawings	●			●				
Meeting Agendas	●			●				
Meeting Minutes	●			●				
Options	●			●				
Review Comments	●			●				
Samples	●			●				
Schedules	●			●				
Worksheet	●			●				
<b>0280 Pay Req-Prof Svcs</b>								
<b>Vendor Name Contract #</b>								
Invoice/Payment Request Form (via NetLink)			●					
<b>0290 DRB</b>								
<b>DRB SD</b>								
Design Review Board documents	●							
<b>DRB DD</b>								
Design Review Board documents	●							
<b>DRB CD</b>								
Design Review Board documents	●							
<b>0295 BDS Variances</b>								
BDS Variance Requests	●							
<b>0300 Manage Construction</b>								
<b>0310 Pre-Con</b>								
Attendance Registration	●							
Emergency Call List	●							
Pre-Con Meeting Agenda	●							
Pre-Construction Meeting Minutes	●							
<b>Trade Permits</b>								
All Trade Permits (electrical, plumbing, HVAC, etc.)	●							
<b>0314 ASI</b>								
ASIs	●							
<b>0315 RFI</b>								
RFIs	●							
<b>0320 Partnering</b>								
Attendance Registration	●							
Partnering Agenda	●							
Partnering Meeting Minutes	●							
<b>0325 Field Reports</b>								
<b>Test Reports</b>								
Construction Test Reports	●							
Daily Reports	●							
EHS Reports	●							
<b>FON</b>								
Field Observation Notice (FON)	●							
<b>Incident-Security Reports</b>								
Incident Reports	●							
<b>0330 Meetings</b>								
<b>Contractor</b>								
Action Items	●							
Agenda	●							
Attendance Registration	●							
Meeting Minutes	●							
<b>MEP Coordination</b>								
Action Items	●							

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Project Number								
Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author	
Agenda	●							
Attendance Registration	●							
Meeting Minutes	●							
<b>OACM</b>								
Action Items	●							
Agenda	●							
Attendance Registration	●							
Meeting Minutes	●							
<b>Pre-Installation</b>								
Action Items	●							
Agenda	●							
Attendance Registration	●							
Meeting Minutes	●							
<b>Progress</b>								
Action Items	●							
Agenda	●							
Attendance Registration	●							
Meeting Minutes	●							
<b>Project Executive</b>								
Action Items	●							
Agenda	●							
Attendance Registration	●							
Meeting Minutes	●							
<b>Stakeholder</b>								
Action Items	●							
Agenda	●							
Attendance Registration	●							
Meeting Minutes	●							
<b>BIM</b>								
(documents)	●							
<b>0335 LEED</b>								
Action Plan	●							
Chain of Custody Certificate	●							
Credit Certifications	●							
Progress Reports	●							
<b>0340 Schedules</b>								
Progress Schedules	●							
<b>0345 Budget Monitoring</b>								
Budget Reports	●							
<b>0350 Contract Mods (CO-FWO)</b>								
Change Order Approval Memo	●							
Change Order Log	●							
Field Work Order Log	●							
Potential Change Order Log	●							
<b>CO</b>								
Change Orders (numerical order)	●							
<b>FWO</b>								
Field Work Order (numerical order)	●							
Field Work Order Log	●							
<b>RFP-Bulletins</b>								
Request for Proposals (Bulletins)	●							
<b>0355 Shop Drawings-Submittals</b>								
Certification	●							
Reports	●							

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Project Number								
Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author	
Shop Drawing/Submittal Log	●							
<b>0360 Notices and Claims</b>								
5-Day Notices	●							
72-hour Notices	●							
Article 8	●							
Claims Analysis	●							
<b>0370 Prelim Close Out</b>								
11-month Walkthrough	●							
Building Turnover	●							
Customer Transition Documents	●							
Letter of Beneficial Completion	●							
Life Safety	●							
Post Occupancy Evaluation	●							
Service Matrix	●							
<b>Punch List</b>								
Punch List	●							
<b>0380 Inv-Pay Req</b>								
<b>[Vendor Name Contract #]</b>								
Contractor Payment Request	●	●						
<b>0390 Allowances</b>								
<b>Allowance Auth</b>								
Allowance Tracking Form	●							
<b>Contingency Auth</b>								
Contingency Tracking Form	●							
<b>0395 Commissioning</b>								
<b>AV Equipment</b>								
Approvals	●							
Attendance Registration	●							
Commissioning Progress Records	●							
Commissioning Schedule	●							
Completed Functional Tests	●							
Construction and Start-Up Checklists	●							
Deficiency Reports	●							
Equipment Documentation Submittals	●							
Final Commissioning Plan	●							
Final Commissioning Report	●							
Functional Test Forms	●							
Meeting Minutes	●							
OM Manuals	●							
Record Book	●							
Sequence Clarifications	●							
Start Up and Initial Checkout Plan	●							
Testing/Balance Reports	●							
Training Agenda	●							
Training Plan	●							
<b>Building Sys</b>								
Approvals	●							
Attendance Registration	●							
Commissioning Progress Records	●							
Commissioning Schedule	●							
Completed Functional Tests	●							
Construction and Start-Up Checklists	●							
Deficiency Reports	●							
Equipment Documentation Submittals	●							

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Project Number								
Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author	
Final Commissioning Plan	●							
Final Commissioning Report	●							
Functional Test Forms	●							
Meeting Minutes	●							
OM Manuals	●							
Record Book	●							
Sequence Clarifications	●							
Start Up and Initial Checkout Plan	●							
Testing/Balance Reports	●							
Training Agenda	●							
Training Plan	●							
<b>Electrical</b>								
Approvals	●							
Attendance Registration	●							
Commissioning Progress Records	●							
Commissioning Schedule	●							
Completed Functional Tests	●							
Construction and Start-Up Checklists	●							
Deficiency Reports	●							
Equipment Documentation Submittals	●							
Final Commissioning Plan	●							
Final Commissioning Report	●							
Functional Test Forms	●							
Meeting Minutes	●							
OM Manuals	●							
Record Book	●							
Sequence Clarifications	●							
Start Up and Initial Checkout Plan	●							
Testing/Balance Reports	●							
Training Agenda	●							
Training Plan	●							
<b>HVAC</b>								
Approvals	●							
Attendance Registration	●							
Commissioning Progress Records	●							
Commissioning Schedule	●							
Completed Functional Tests	●							
Construction and Start-Up Checklists	●							
Deficiency Reports	●							
Equipment Documentation Submittals	●							
Final Commissioning Plan	●							
Final Commissioning Report	●							
Functional Test Forms	●							
Meeting Minutes	●							
OM Manuals	●							
Record Book	●							
Sequence Clarifications	●							
Start Up and Initial Checkout Plan	●							
Testing/Balance Reports	●							
Training Agenda	●							
Training Plan	●							
<b>0400 Project Close Out</b>								
Close the Project Checklist	●							
<b>0410 Con Close Out</b>								
Attic stock documentation							●	
Transmittals of O&M Manuals							●	

## Project File Responsibility and Checklist

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Project Number								
Document Name	PM/CM	CA	PA	ID	Program Admin	Close Out Coord	Author	
Warranty Documentation							●	
Certificate of Equipment Demonstration							●	
Certificate of Occupancy							●	
Close Out Transmittals							●	
Gain Endorsement of Final Deliverables							●	
Contract Completion Checklist							●	
<b>Record Docs</b>								
Record Drawings							●	
Record Drawing Transmittals							●	
<b>0420 Evals</b>								
Contractor Evaluation					●			
Professional Services Evaluations					●			
Project Assessments					●			
<b>0700 Correspondence-Ref</b>								
<b>0710 Correspondence</b>								
<b>[Contact Name or Topic]</b>								
Emails (PDF)	●	●	●					●
Letters	●	●	●					●
<b>0730 Photographs</b>								
Photographs	●							●
<b>0760 News Articles</b>								
News articles, clippings, press releases, etc.	●							●
<b>1000 Legal-Privileged</b>								
Bid Escrow Opened	●							●
Discoverable Items	●							●
Escrow Lien Agreement			●					●
Escrow Lien Correspondence			●					●
Financials	●							●
Liens			●					●
OSU Legal Email, Faxes, or Correspondence	●							●