



Facilities Records Submittals: Transmittal and Checklist

UVic Building Name: _____

UVic Project Number: _____

UVic Project Name: _____

Date of Subs. Completion: _____

UVic Project Lead: _____

The following record data/documents are required by UVic for final record submittals. Hard copy and/or digital files required are as noted, with numbers of each also identified. This checklist also serves as a transmittal. Check off under the "Incl" column the relevant documentation being submitted and attached with this submission.

RECORD DATA TYPE								
Trade	Drawings				O & M Manuals – All Separate			
	CAD/DWG files (Images embedded and xrefs inserted)		PDF Digital Files		Separate Hard Copies Indexed in 3-ring Binders		Indexed PDF Digital Files	
	Reqd	Incl	Reqd	Incl	Reqd	Incl	Reqd	USB
Architectural	Y		Y		2		Y	
Civil	Y		Y		2		Y	
Controls	-		Y		2		Y	
Data & Communications	-		Y		2		Y	
Electrical	Y		Y		2		Y	
Elevator	-		Y		1		Y	
Fire Protection	Y		Y		1		Y	
Geotechnical	-							