ELECTRONIC FILES PROCEDURES

When projects are completed and the Design Professional completes the record documents, a hard copy and an electronic copy of the record documents shall be provided to the Owner. This submission shall be made to the Owner’s Construction Representative (OCR) of the project. The procedure is as follows:

1. The Design Professional completes the record documents and forwards a paper and electronic copy to the OCR (the electronic copy may be emailed to Susan.Baker@uni.edu). The OCR reviews the paper copy to ensure correctness;
   • If correct, the OCR then forwards the paper copy and the electronic copy to the Facilities Planning Drafter with a statement that the hard copies are correct. Along with the drawings, the OCR needs to supply the FP drafter with the Project’s Official Title, Design Professional Name, and the Contractors Name.
   • If not correct the OCR’s needs to contact the Design Professional with corrections. The revised documents shall be resubmitted to the OCR.
   • It is the OCR’s responsibility to highlight the paper copy clearly marking the new work, so this information can be transferred to our existing building inventory/utility drawings.

2. The FP drafter opens the electronic files to make sure they meet the requirement in the contract.

3. The OCR will forward the discrepancies to the Design Professional and discuss if appropriate. At this point, the Design Professional should be instructed to contact the FP drafter direct with further questions.

4. If a set of electronic record documents needs to be resubmitted, the revised set of electronic documents should be sent to the FP drafter, with the OCR being notified the documents have been resubmitted by the Design Professional.

5. Once the documents are approved by the OCR and the FP drafter the Design Professional shall then submit the reproducible hard copy and 2 additional blue line copies.
   • Once the reproducible hard copy and the additional blue line copies are received the OCR forwards these hard copies to the Facilities Planning Archive Manager for filing in the archive.
   • Once the electronic files have been approved the FP drafter will then fill in the date the files were approved in the Access database.

Your assistance in adhering to this process is appreciated and will assist in closing and archiving projects.