**RECORD DOCUMENTS SUBMITTED**

Provide the required building, project, and submitter information and mark the applicable boxes for the submittal of Record Documents and materials to the Plans Library.

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

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| Turnover Date: | Select from the calendar or enter a date. |  | Submitted by: |
| Building Number: | Provide the building number. |  | Name: | Provide your name. |  |
|  | Contact gis-space-g@vt.edu for the building number. |  |  |
| Building Name: | Provide the building name. |  | Phone: | Provide your phone number. |  |
| Project WO#: | Provide the project work order number. |  | Email: | Provide your email. |  |
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| Project Description: | Provide a brief description of the project. |

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| Project Type: |[ ]  Renovation |[ ]  Capital |[ ]  Roof |[ ]  Maintenance Reserve |[ ]  Design Only |
| Work: |[ ]  In-House |  |  |  |  |  |  |  |  |

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| A/E Firm: | Provide A/E name. | General Contractor: | Provide Contractor name. |

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| Information Submitted |

**Submissions in PDF format are required for all documents.** Indicate additional formats below. Select the categories for the items in the submission. For items not listed below (with checkboxes), provide a list in the Other comment box.

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| Drawings: |[ ]  AutoCAD DWG |[ ]  AutoCAD DXF |[ ]  Revit |
|[ ]  Civil |[ ]  Structural |[ ]  Mechanical |[ ]  Fire Protection/Sprinkler |
|[ ]  Architectural |[ ]  Plumbing |[ ]  Electrical |[ ]  Other: | Provide additional. |

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| --- | --- | --- | --- | --- | --- |
| Operations & Maintenance Manuals: |  |  |  |  |  |
|[ ]  Mechanical |[ ]  Roof |[ ]  Finishes |[ ]  Fire Protection/Sprinkler |
|[ ]  Electrical |[ ]  HVAC |[ ]  Elevator |[ ]  Other: | Provide additional. |

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|[ ]  Specifications |[ ]  Submittals  |[ ]  Warranty Information  |

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| --- | --- | --- | --- |
| Other Documents: |[ ]  Certificates |[ ]  Inspections |[ ]  ECS/SWPPP Data |
|[ ]  Permits |[ ]  Photos |[ ]  EIR |[ ]  Reports |

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| Other: |
| List any additional items submitted to the Plans Library. |

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| Notes: |
| Provide comments or information relevant to the submission. |

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|  | Enter the date. |  |  | Enter the date. |
| Project Manager Signature | Date |  | Records Manager Signature | Date |