**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](mailto: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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |