

**STANDARD OPERATING PROCEDURE # FAC 2.003****Subject: Delivery of Project Submittal Documents to the University of West Florida**

**Purpose:** Develop a standard to ensure consistent delivery of project design submittal documents to UWF Facilities Development & Operations, Design & Survey Records office. This procedure will ensure the delivery is "checked in" for design review and record archives.

**Policy:** All consulting Architectural & Engineering firms will deliver project design documents, including electronic versions, to the UWF Project Manager or the Manager, Design & Survey Records, in Building 90, Room 101.

**Procedures:**

Consulting Architectural & Engineering Firms will:

1. Label documents with name of project, appropriate design phase, date, and UWF project number within the title block.
2. Attach the Firm's transmittal sheet to documents, which notes the UWF Project Manager, project, appropriate design phase, and UWF project number as well as the content of the delivery.
3. Deliver documents between the hours of 8:00 a.m.- 3:30 p.m., Monday through Friday.

**\*All UWF Project documents will be distributed from the UWF Design & Survey Records office. Architectural & Engineering consulting firms and their sub-consultants are not to distribute UWF Project Progress documents or drawings to any user groups or parties by way of FTP sites, e-mail, or special deliveries.**

A/E contract close-out Record Drawings will be submitted to the Design & Survey Records office at the end of each project. A/E shall update their respective models or

AutoCAD drawing files with contractor recorded changes. Republish record documents. Submit (as agreed upon at time of negotiation) full BIM model with all needed objects and reference drawings, hard copy as-built set of plans, PDF files and AutoCAD files matching hard copy sheets, Mechanical Specifications, O&M Manuals, Telecom Report, Test & Balance Report, Roof documents, and all Warranties. **The Project Manager cannot release final payment for design until this documentation is received.**

**Developed by: Facilities Planning & Construction**

**Approved by:**



Mel Manor  
Director  
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