

Central File Document Categories

The following is a list of central file document categories that labels will be prepared for after a project number is assigned.

- Budget
- Board of Trustee (BOT) File
- Agreement Files
- Contractor Pay Requests
- Invoice Files
- General Correspondence
- Dispute Resolution/Arbitration File
- Asbestos Abatement
- Bid Documents
- Contract Award
- Construction Change Authorizations
- Construction Change Orders
- Field Observation Reports
- Warranty Service
- Executed Project Manual/Addenda
- Schedules
- MBE/DBE

- **BUDGET FILE:**

- Project Planning Reports
 - Project Financing and Scheduling Reports
 - Correspondence
 - Cost Estimates
 - Project Data
 - Board Resolutions
 - Project Summary

- **BOARD OF TRUSTEES (BOT) FILE:**

- Board Package/Submittal
 - Final Approved Resolution

- **AGREEMENT FILES:**

- Owner/Architect
 - Owner/Contractor
 - Owner/Engineer
 - Owner/Any Other Type Consultant Agreement File
 - Authorization Extra Services

- **CONTRACTOR PAY REQUESTS:**

- **INVOICE FILES:**

- Architect
 - Consultant
 - Other types of invoices (P.O.'s etc.)
 - Internal Requisition-Disbursement Req.,(LPO)

- **GENERAL CORRESPONDENCE:**

- **DISPUTE RESOLUTION/ARBITRATION:**

- **ASBESTOS ABATEMENT:**

- Request for Asbestos Abatement
 - Occupational Health and Safety Reports
 - Asbestos Bulk Sample Analysis Payments

Schedules for Abatement
Asbestos Related Correspondence

- **BID DOCUMENTS:**

- a. Final Set of Specifications & Addenda; Final Drawings
- b. Proposal Fee Checks
- c. Bid Proposals, Bid Bonds, & Envelopes (All Bidders)
- d. Certification of Proof of Advertisement
- e. Architect's Certified Bid Tab
- f. Notification to Birmingham Construction Industry Authority
- g. UAB Building Administrator's Approval
- h. Letter of Intent

- **CONTRACT AWARD:**

- a. Contract Agreement for Construction
- b. Bonds for Performance and Materials
- c. Insurance; including Builder's Risk
- d. Sales Tax Agreement (If applicable; projects over \$250,000)
- e. Superintendent's Resume
- f. List of Subcontractors (Architect's letter of approval)
- g. Application for Payment Form (Cost Breakdown)
- h. Construction Schedule
- i. Notice to Proceed
 - Building Administrator/User Request for NTP
 - OH &S Asbestos Survey Results
- j. Liability Insurance

- **CONSTRUCTION CHANGE AUTHORIZATIONS:**

Correspondence

- **CONSTRUCTION CHANGE ORDERS:**

Correspondence

- **FIELD OBSERVATION REPORTS:**

Architect

Contractor
Consultant
Owner/Architect Action Reports
State Building Commission

- **WARRANTY SERVICE:**
- **EXECUTED PROJECT MANUAL/ADDENDA:** (Working File Project Notebook)

Feasibility
O/A Agreement
Design Review
Bid/Award (Pink Folder)
Pre-Construction Notice/Pre-Construction Conference
Construction
As Build Drawings
Above Ceiling Notice
Warranty
Closeout Documents (See Note Below)
Pre-Final/Final/Year-end Inspection Notices

Note: Closeout documents are not accepted in ringed binders as they will not fit in file drawer. These documents must be bound in an acceptable fashion to be accepted.

Certification of Substantial Completion

- **SCHEDULES:**

Schedule of Values
Critical Path Method (CPM)
Schedule of Submittals for Specific Products (doors, windows, etc.)

- **MBE/DBE:**

Pre-Bid Solicitation Form
45 Day Report
Close-out Report