

DISTRIBUTION MATRIX

Used by UAB Facilities at Project Closeout in Conjunction with the Close-Out Checklist

Project Name: _____ Project #: _____

Item # from Project Close-Out Checklist	Central File	Architect	UAB Accounting	Contractor	Project Manager	Building Administrator	Alabama Building Commission	Maintenance Campus/Hospital	UAB Space Planning & Analysis	UAB A/E File Room	Total for Non ABC	Total for ABC Project
1 ^c	1 ^{*b}	1 ^b	1 ^b	1 ^{*b}	1 ^b		1 ^{*a}	1 ^b	1 ^b		7	8
2	1				1			1			3	3
3	1				1			1			3	3
4	1 [*]							1			2	2
5	1							1			2	2
6	1 [*]						1 ^{*a}				1	2
7	1 [*]						1 ^{*a}				1	2
8	1 [*]						1 ^{*a}				1	2
9	1 [*]										1	1
10	1 ^{*b}		1 ^{*b}				5 ^{*a}				2	5
11	1							2			3	3
12	1							1			2	2
13									1 [*]		1	1
14								2			2	2
15									1		1	1
16	2										2	2
17	2										2	2
18	1							2			3	3
19	1 [*]							1			2	2
20								2			2	2
21	1 [*]										1	1
22	all										all	all
23											-	-
24											-	-
25	1 ⁺						1 ^{a+}				1	2
26	1					1		1			3	3
27 a-l	1							1			2	2
27 m	1						1 ^a	1			2	3
27 n-o								3			3	3

^aDistribution only applicable if project funded through Alabama Building Commission(PSCA or ADPH)

^b If ABC project, this copy is distributed after ABC returns the form to UAB

^c Distribute with an appropriate cover letter

*Original(s); all others are copies.All documents must be duly approved by UAB, when applicable

⁺ Only required if answer to item 25 is "NO"

Above distribution verified by: _____ Date: _____

Administrative Assistant

November 3, 2003