

Records for archival storage

06/25/18 ram jbv

1	Application materials and approvals from historic commissions and/or state agencies (i.e.: ILPC)
2	Studies done prior to the project - including renovations and code reviews reflecting pre-construction conditions.
3	Concept report including Basis of Design
4	Schematic design report including Basis of Design
5	Design development report (should include a system & material narrative and Basis of Design)
6	Preliminary code analysis reflecting proposed changes (may be part of design phase reports)
7	Structural analysis including seismic analysis of existing building and proposed strengthening techniques.
8	Peak utility requirement (if not in LEED documents)
9	Energy Modeling Plan
10	Engineering Calculations
11	Specifications (with addendums)
12	CADD drawings: Either MicroStation or AutoCADD requesting National CADD standards
13	Record drawings-Full Size (Drawings compiled by designer that incorporate all as-built drawing submitted by contractor.)
14	Commissioning Drawings (if there are any - these may be redundant with shop drawings)
15	Building permits (or any related Authority Having Jurisdiction documents) Includes all application materials
16	Certificate of Occupancy or equivalent: As issued by the Authority Having Jurisdiction
17	Variances, site plan approval & environment impact statements. Includes all application materials
18	Letters of Agreement (project specific): pertaining to access/use before, during or after construction, document of ownership, utility or maintenance
19	Final acceptance: Document signed off on by architect/engineer/designer that project is substantially complete
20	Notice to Capital Planning Group of Outstanding Issues
21	Testing and balancing reports
22	Commissioning agent test & certification documents
23	Material test and special inspections reports
24	Environmental Impact Statement: Important to retain since it sets operational limits on what can be done in a building in the future.
25	1st day and construction photos. (electronic copy only)
26	Honors/awards received by the project (certificates)
27	PR materials/artifacts associated with the project (newspaper clippings, copies of event materials)
28	Dedication or opening, ground breaking & final public commissioning events
29	Cornerstone or time capsule information (i.e., yes/no; contents)
30	LEED Final report
31	Structural Materials (i.e.. Concrete, steel, reinforced masonry) - Shop Drawings and Product Data
32	Special mechanical equip (i.e.. Phoenix valves)- Shop Drawings and Product Data
33	Curtain walls, ALL windows- Full Size Shop Drawings and Product Data
34	Controls- Full Size Shop Drawings and Product Data
35	Fans- Full Size Shop Drawings and Product Data
36	Pumps- Full Size Shop Drawings and Product Data
37	Panel Boards- Full Size Shop Drawings and Product Data
38	Switch Boards- Full Size Shop Drawings and Product Data
39	Lighting- Full Size Shop Drawings and Product Data
40	Security Systems- Full Size Shop Drawings and Product Data
41	Ductwork- Full Size Shop Drawings and Product Data
42	Fireproofing- Full Size Shop Drawings and Product Data
43	Fire Protection System Records - Sprinklers & fire alarms - Full Size Shop Drawings and Product Data also including calculations