Archiving Information Submittal

Please complete the following information for
Plans, Specs and Manuals for archiving.

Today's Date: _____

Submitter: _____

Project Name: _____

DFCM Project Number: _____

Risk Management / Property ID# : _____

Phase / Document:

- ☐ Predesign Documents
- ☐ Project Presentation
- ☐ Schematic
- ☐ Design Development
- ☐ Contract Documents
- ☐ Construction Documents
- ☐ As-Builts/Record
- ☐ O & M Manual
- ☐ Site Plan / Survey
- ☐ Facility Management
- ☐ Shop Drawings
- ☐ Reference Below

Itemized List and Description:

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