

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:

- | | |
|---|--|
| <input type="checkbox"/> Predesign Documents | <input type="checkbox"/> As-Builts/Record |
| <input type="checkbox"/> Project Presentation | <input type="checkbox"/> O & M Manual |
| <input type="checkbox"/> Schematic | <input type="checkbox"/> Site Plan / Survey |
| <input type="checkbox"/> Design Development | <input type="checkbox"/> Facility Management |
| <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Shop Drawings |
| <input type="checkbox"/> Construction Documents | <input type="checkbox"/> Reference Below |

Itemized List and Description:
