



DIGITAL ARCHIVAL CHECKLIST

COLLEGE: _____

PROJECT NAME: _____

PROJECT NUMBER(s): _____

COLLEGE PROJECT DIRECTOR: _____

ARCHITECT: _____

CONTRACTOR or DESIGN-BUILDER: _____

PROJECT MANAGER: _____

CONTRACT NUMBER(s): _____

DSA APPLICATION NUMBER(s): _____

The Project Manager has primary responsibility for the archive process. This includes assembling and reviewing all of the documentation and verifying complete deliverable packages. SEE PAGE 2 for Document Submission Format. To be completed prior to final closeout.

RESPONSIBILITY	ATTACH TRANSMITTAL(S) SIGNED BY COLLEGE FACILITIES DIRECTOR				Notes
	ITEM DESCRIPTION	DATE	HARDCOPY (<input type="checkbox"/>)	ELECTRONIC (<input type="checkbox"/>)	
CPT -> PMO	Final Original DSA Approved Construction Documents - Wet Stamp & Signed - Electronic		<input type="checkbox"/> NA	<input type="checkbox"/>	
CPT -> PMO	ALL DSA CCD's		<input type="checkbox"/> NA	<input type="checkbox"/>	
CPT -> PMO	Record Drawing Set - Electronic (Incl. Native Files -CAD, BIM, Revit -)		<input type="checkbox"/> NA	<input type="checkbox"/>	
CPT -> PMO	Contractor Red Line As-Built Drawings (ncl. Native Files -CAD, BIM, Revit)		<input type="checkbox"/> NA	<input type="checkbox"/>	
CPT -> PMO	Specifications		<input type="checkbox"/> NA	<input type="checkbox"/>	
CPT -> PMO	Warranty		<input type="checkbox"/> NA	<input type="checkbox"/>	
CPT -> PMO	O&M Manuals		<input type="checkbox"/> NA	<input type="checkbox"/>	
CPT -> PMO	Whole Building Commissioning Documents		<input type="checkbox"/> NA	<input type="checkbox"/>	
CPT -> PMO	Utilities Site As-Built (Native,PDF,CAD -)		<input type="checkbox"/> NA	<input type="checkbox"/>	

 {{Employee1_name1_es_1:fullname}}
College Project Director
 (PRINT NAME)

 {{Signature1_es_1:signature}}
SIGNATURE

 {{date1_es_1:}}
DATE

 {{Employee3_name3_es_3:fullname}}
Closeout Coordinator
 (PRINT NAME)

 {{Signature3_es_3:signature}}
SIGNATURE

 {{date3_es_3:}}
DATE

 {{Employee2_name2_es_2:fullname}}
BIM/VDC MANAGER
 (PRINT NAME)

 {{Signature2_es_2:signature}}
SIGNATURE

 {{date2_es_2:}}
DATE

Legend
 GC = General Contractor
 ARCH. or AOR = Architect
 CPD = College Project Director

DISTRICT = LACCD
 PMO = Program Management Office
 WBCx = Whole Building Commissioning