

## Full PSC Deliverables List with Method & Format of Delivery

revised 10/5/2018

PSC Deliverable Item	Method & Format of Delivery	
00 - Minimum List of Deliverables	record CD and printed phase specific copy to PM & Design and Construction Submittal Receiving	Could occur in any phase
01 - Construction Cost Estimate	before review meeting, emailed to <a href="mailto:fandssubmittalrev@mx.uillinois.edu">&lt;fandssubmittalrev@mx.uillinois.edu&gt;</a> & PM. Printed copy to PM, Planner & Client only	
02 - Project Schedule	before review meeting, emailed to <a href="mailto:fandssubmittalrev@mx.uillinois.edu">&lt;fandssubmittalrev@mx.uillinois.edu&gt;</a>	
03 - Written Response to Comments	before review meeting, emailed to <a href="mailto:fandsderevprocom@mx.uillinois.edu">&lt;fandsderevprocom@mx.uillinois.edu &gt;</a> and PM or Planner	
04a - Basis of Design (BOD)	record CD and printed	
04b - Project Applicable Information / Calculations	record CD and printed	
05a - Ext. & Int. Finishes Binder(s)/Finishes Board(s)	hard copy, electronic (photographs) on CD	
05b - Furnitures, Fixtures, and Equipment Binder(s)	hard copy, electronic (photographs) on CD	
06 - Project Manual	<u>For all applicable submittal phases except as below</u> - record CD and printed  <u>For Construction Phase</u> - Monitor and update for changes/corrections	
07a - Drawing Set	<u>For all applicable submittal phases except as below</u> - record CD and printed  <u>For Construction Phase</u> - Monitor and update for changes/corrections	
07b - Building Information Model (BIM)	<u>For all applicable submittal phases except as below</u> - record CD or DVD  <u>For Construction Phase</u> - Monitor and update for changes/corrections	
08 - Design Presentation	<u>For BOT projects</u> - at SD, the ARC, CDAC, Pres & Chancellor versions emailed to Planner and PM. By DD submittal, final BOT version emailed to Planner & PM and sent on record CD  <u>For Conceptualizations or Feasibility Studies</u> - emailed to PM or Planner and followed up on record CD	
09 - Illinois State Historic Preservation Office (ISHPO)	<i>Do not directly submit to ISHPO. Discuss submittal for ISHPO with Campus Historic Preservation Officer.</i> <u>For BOT projects</u> -One month into DD, printed and record CD  <u>For Non-BOT Projects</u> - End of SD, printed and record CD	
10 - Log of Plan Holders	email PM	Bid & Award
11 - Addenda (to Project Manual and Drawings)	record CD and printed	
12 - PreBid Meeting	Supplied at meetings and followed up by email to attendees and PM	
13 - Written Analysis of Award of Construction Contract	email to PM	

Highlighted items are referenced in "Tab A" of the Required Phases & Minimum List of Deliverables or "Generic PSC Delivery Requirements".

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20 - Results of PSC Construction Reviews	<p><u>For JOC, Contractor Services, or In House Projects:</u> PSC provided info emailed to PM or Planner</p> <p><u>For Capital Projects:</u> In PRZM and emailed to PM as applicable. Checklist and PSC reviewed &amp; approved Contractor Submittals (i.e. Product Submittals &amp; Shop Drawings) emailed to &lt;<a href="mailto:fsshopdrawing@illinois.edu">fsshopdrawing@illinois.edu</a>&gt;.</p>	Construction
<del>21 - Pay / Progress Meetings</del>	<del>No longer applicable</del>	
22 - Written Description of Delays	Email PM	
23 - Construction Information / Changes	<u>For JOC, Contractor Services, or In House Projects:</u> PSC provided info emailed to PM or Planner	
24 - On-site Inspection / Observation Reports		
25 - Results of Construction Inspection / Survey / Testing	<u>For Capital Projects:</u> Submit in PRZM, check with PM & lead inspector to email applicable items	
26 - List of Systems / Items to Commission	Email PM and lead inspector	
27 - Certificate of Substantial Completion	<p><u>For JOC, Contractor Services, or In House Projects:</u> N/A</p> <p><u>For Capital Projects:</u> Submit in PRZM, by closeout - emailed to &lt;<a href="mailto:fsshopdrawing@illinois.edu">fsshopdrawing@illinois.edu</a>&gt;"</p>	
28 - Punch List	<p><u>For JOC, Contractor Services, or In House Projects:</u> Email Planner and lead inspector</p> <p><u>For Capital Projects:</u> Submit in PRZM, by closeout - emailed to &lt;<a href="mailto:fsshopdrawing@illinois.edu">fsshopdrawing@illinois.edu</a>&gt;")</p>	
30 - O & M's & Systems Manuals (check for full component list in the facility standards)	<p><u>For JOC, Contractor Services, or In House Projects:</u> Printed and pdf version submitted by project coordinator, not PSC.</p> <p><u>For Capital Projects:</u> Printed by PSC and record CD</p>	Closeout
31 - LEED Certification / Documentation	record CD	
32 - Final Approved Contractor Submittals with Log	<p><u>For JOC, Contractor Services, or In House Projects:</u> Printed and pdf version submitted by project coordinator, not PSC.</p> <p><u>For Capital Projects:</u> Printed by PSC and record CD</p>	
33 - Contractor As-Built Drawings and As-Built Project Manual	<p><u>For JOC, Contractor Services, or In House Projects:</u> Printed and pdf version submitted by project coordinator, not PSC.</p> <p><u>For Capital Projects:</u> Scanned by PSC and placed on record CD</p>	
40 - Post Construction Activities Log	Printed and record CD	Warranty
41 - Log of Equipment with Settings Different than Manufacturer's Recommendations	Printed and record CD	
42 - Post Construction Report	Printed and record CD	