

**Yellow = every project Red = custom per each project**

(see Planner or Project Manager for Required Phases Minimum List of Deliverables)

Note: Bid & Award includes Addenda Submittals

Recipient & Applicability		Concept/Feasibility/Reports		Design				Construction				Size
		DRAFT(S)	FINAL	SD	DD	50% CD	95% CD	Bid & Award	Const.	Closeout	Post Const.	
Yes	<b>F&amp;S Planner and/or PM:</b>	PR, e	PR, e	e, D, PBOD	e,PM,D	e,PM,D	e,PM,D	e,PM,D	-	-	-	half-size
	115 or 141 PPSB (MC-800) <sup>(1)</sup>	# of each as indicated above		# of each as indicated above				# of each as indicated above	# of each as indicated above			
Yes	<b>Design &amp; Construction Submittal Receiving</b>	2PR, 2PC*, CD	PR, PC*, CD	PBOD*, PC*,D,CD	PBOD*, PC*,FB*, PM,D,CD	PBOD*, PC*,FB*, PM,D,CD	PBOD*, PC*,FB*, PM,D,CD	PBOD*, PC*,FB*, PM,D,CD	-	PBOD*, PC*,FB*, PM,D,CD	-	As indicated
	117 PPSB (MC-800) Facilities & Services University of Illinois 1501 S. Oak St. Champaign, IL 61820	# of each as indicated above		Each as indicated above, except: 1 PM, 1 D half-size, 1 CD				Each as indicated above, except: 1 PM, 1 D half-size, 1 CD		1 PM/D full-size, 1 CD		
Yes	<b>Code Compliance: Craig Grant</b> <cprgrant@illinois.edu>	e, PR	e, PR	e,D,PC*, PBOD*	e,D,PC*, PBOD*	e,D,PC*, PBOD*	e,D,PC*, PBOD*	e,D,PC*, PBOD*	-	-	-	half-size
	132A PPSB (MC-800) <sup>(1)</sup>	# of each as indicated above		# of each as indicated above				# of each as indicated above				
Yes	<b>Technology Services (CITES) Plant Design: Vince Tutich</b> <vgtutich@illinois.edu>	e, PR	e, PR	e, D	e, D	e, D	e, D	e, D	-	e, D	-	FULL SIZE
	2434 Digital Comp. Lab (MC-256) 1304 W. Springfield Ave. Urbana, IL 61801	# of each as indicated above. May have e-copy access through FIR.		# of each as indicated above. May have e-copy access through FIR.				# of each as indicated above. May have e-copy access through FIR.				
Yes	<b>Technology Services - Service/Project Management Office (formerly CITES CCME) :</b>	e	e	e	e	e	e	e	-	e	-	-
Yes	<b>Division of Public Safety:</b>	e	e	e	e	e	e	e	-	e	-	-
Yes	<b>Parking Department:</b>	e	e	e	e	e	e	e	-	e	-	-
Yes	<b>Project Department(s)/Users:</b>	1 PR, E	1 PR, E	E,D,PM	E,D,PM	E,D,PM	E,D,PM	E,D,PM	-	-	-	Half Size
	Room # and BLDG Name Street Address City, IL and ZIP CODE email address	# of each as indicated above		# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				
Yes	<b>Project College (as applicable):</b>	1 PR, E	1 PR, E	E,D,PM	E,D,PM	E,D,PM	E,D,PM	E,D,PM	-	E,D,PM	-	Half Size
	Room # and BLDG Name Street Address City, IL and ZIP CODE email address	# of each as indicated above		# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				
Yes	<b>Other:</b>	E	E	E,D,PM	E,D,PM	E,D,PM	E,D,PM	E,D,PM	-	-	-	Half Size
	Room # and BLDG Name Street Address City, IL and ZIP CODE email address	# of each as indicated above		# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				

Key: CD = mailed CD or DVD with pdf and all native files (cad, word, excel, etc.) D = paper Drawings, E = emailed pdfs, e = access to F&S electronic files, PR = paper Report, PBOD = paper Basis of Design, PC = paper Calcs / Info, FB = hard copy Finishes & FF&E Binder/Boards, PM = paper Project Manual, \* = As Applicable

**FOR ITEMS IN SUBMITTALS NOT ADDRESSED IN TABLE OR KEY ABOVE - Receive guidance from PM/Planner**

(1) Address is: Facilities & Services, University of Illinois, 1501 S. Oak St., Champaign, IL 61820

**PSC mails or delivers directly to recipients with specific cover sheets. PSC shall use Transmittal Guidance provided by PM/Planner and the "PROJECT SUBMITTAL REQUIREMENTS".**

**Transmittal sheets should include (at a minimum):**

- o U of I Planner and/or PM names
- o UIUC Official project title
- o UIUC project number
- o Building Name & Number, Lot, or Utility Name
- o Submittal Date & Phase (SD, DD, 50% CD, etc....) or Concept/Feasibility/Report phase (50% Draft, 95% Draft, Final Report, etc...)

**All items shall refer to latest version of PROJECT SUBMITTAL REQUIREMENTS**

<http://www.fs.illinois.edu/docs/default-source/FIR/project-submittal-requirements.pdf>