

RECIPIENT & REQUIRED CLOSE-OUT DOCUMENTS	QUANTITY DUE	RESPONSIBILITY		
		ARCHITECT ENGINEER	GENERAL CONTRACTOR	M.E.P. / DESIGN-BUILD SUBCONTRACTOR(S)
ENGINEERING & MAINTENANCE - (Tony Deluca)				
Record Drawings (Full-Size Prints)	1	✓ Note A	Note C	✓
Record Specifications	1	✓ Note B	Note C	
As-Built/Shop Drawings (Hard Copy of M/E/P, Fire Alarm, Fire Sprinkler, etc.)	1			✓ Note A
O&M Manuals	2		✓	
Signed Warranties/Guarantees	1		✓	
Copies of Signed Permit(s)	1		✓	
MAPS & RECORDS - (Suman Chaube)				
Record Drawings (Full-Size Reproducibles/Vellums)	1	✓ Note A	Note C	✓
Record Drawings (Electronic CAD files on CD)	1	✓ Note A	Note C	✓
Record Specifications	1	✓ Note B	Note C	
Copies of Signed Permit(s)	1		✓	
UNIVERSITY FIRE MARSHAL'S OFFICE - (Joe Leung)				
Record Drawings (Electronic CAD files on CD)	1	✓ Note A	Note C	✓
Fire Alarm As-Built/Shop Drawings	1			✓ Note A
Fire Sprinkler As-Built/Shop Drawings	1			✓ Note A
SCHOOL OF MEDICINE - (SoM Representative)				
Architectural floor plan (at TCO)	1	✓ Note D		
Record Drawings (Full-Size or Half-Size Prints)	1	✓ Note A	Note C	✓
Record Drawings (Electronic Cad files on CD)	1	✓ Note A	Note C	✓
Record Specifications	1	✓ Note B	Note C	
Complete set of submittal documents	1		✓	
DEPARTMENT of PROJECT MANAGEMENT - (Project Manager) *				
Record Drawings (Half-size Prints)	1	✓ Note A	Note C	✓
Record Specifications	1	✓ Note B	Note C	
Copy of Transmittals for all items sent to above parties	1	✓	✓	
Signed Warranties/Guarantees	1		✓	
ORIGINAL Signed Permit(s)	1		✓	
* NOTE: These items to be distributed to SoM rep. for a D.M.P.				

Note A: A-E to label Record Drawings on each sheet as **RECORD DRAWINGS** with current date. (MEP subcontractors should label and date as-built drawings accordingly.)

Note B: A-E to label Record Specifications on the cover/title page (at minimum) as **RECORD SPECIFICATIONS**, preferably with the same date as the Record Drawings.

Note C: G.C. provides As-Built information/drawings/specs to Architect-Engineer to facilitate preparation of Record Documents

Note D: A-E to e-mail Vivian Jones the architectural CAD floor plans at TCO. E-mail address: vibrant@stanford.edu