

Close-out Document Requirements for Design Consultants

Note: If documents are uploaded to Submittal Exchange notify Facilities Information Manager via email

Record Drawings - required

1. Provide complete set no later than 30 days after Contractor Close-out meeting.
2. Integrate all changes during construction, contractor mark-ups, and bulletins.
3. Identify all alternates taken or not taken.
4. All contractor marked-up as-built drawings to be provided in PDF format - To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download).
5. Electronic Drawings – To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download).
 - a. PDF Format
 - i. Individual file for each sheet in drawing set
 - ii. File name to match sheet number
 - iii. Correct drawing orientation
 - b. AutoCAD Format
 - i. Individual file for each sheet in drawing set
 - ii. File name to match sheet number
 - iii. X-references bound and image files included
 - iv. Purge all files
 - v. Proper layers on/off, thaw/freeze for proper drawing display
6. Hard Copy Drawings –
 - a. Bowling Green Campus - provide 1 full size drawing sets (additional hard copy sets may be requested by owner)
 - b. Firelands Campus – provide 2 full size drawing sets (additional hard copy sets may be requested by owner)

Record BIM 3D Model – if applicable

1. Provide complete model no later than 30 days after Contractor Close-out meeting.
2. Integrate all changes during construction, contractor mark-ups, and addendums.
3. Identify all alternates taken or not taken.
4. AutoDesk Revit format
5. To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)
 - a. Include Assembly, Architectural, Structural, Electrical, Mechanical, Plumbing, etc. files (as applicable).
 - b. All files must be able to be edited and linked on the BGSU server

Designing and building the campus physical environment for the premier learning community.

Record Specification Book - required

1. Provide Complete Record Specification Book no later than 30 days after Contractor Close-out meeting.
2. Include all field mark-ups, bulletins, substitutions, and change orders.
3. Electronic Copy
 - a. in one complete PDF file per volume with text recognition
 - b. sections bookmarked per specification name and number
 - c. To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)
4. Hard copies may be requested by owner

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