

Full PSC Deliverables List with Method & Format of Delivery

*revised 8/10/2020

PSC Deliverable Item	Method & Format of Delivery	Could occur in any phase
00 - Minimum List of Deliverables	*Digital Download of native file and pdf of phase specific tab to PM & Design and Construction Submittal Receiving	
01 - Construction Cost Estimate	before review meeting, emailed to <fandssubmittalrev@mx.uillinois.edu> & PM. Printed copy to PM, Planner & Client only	
02 - Project Schedule	before review meeting, emailed to <fandssubmittalrev@mx.uillinois.edu>	
03 - Written Response to Comments	before review meeting, emailed to <fandsderevprocom@mx.uillinois.edu> and PM or Planner	
04a - Basis of Design (BOD)	*Printed (upon request) & Digital Download	
04b - Project Applicable Information / Calculations	*Printed (upon request) & Digital Download	
05a - Ext. & Int. Finishes Binder(s)/Finishes Board(s)	*Printed (upon request) & electronic (photographs) by Digital Download	
05b - Furnitures, Fixtures, and Equipment Binder(s)	*Printed (upon request) & electronic (photographs) by Digital Download	
06 - Project Manual	<p>*For all applicable submittal phases except as below - *Printed (upon request) & Digital Download</p> <p>*For Construction Phase - Digital Download of 'Issue for Construction' Set, then monitor and update for changes/corrections</p> <p>*Closeout - Printed</p>	
07a - Drawing Set	<p>*For all applicable submittal phases except as below - *Printed (upon request) & Digital Download</p> <p>*For Construction Phase - Digital Download of 'Issue for Construction' Set, then monitor and update for changes/corrections</p> <p>*Closeout - Printed</p>	
07b - Building Information Model (BIM)	<p>For all applicable submittal phases except as below - record CD or DVD</p> <p>For Construction Phase - Monitor and update for changes/corrections</p>	
08 - Design Presentation	<p>For BOT projects- at SD, the ARC, CDAC, Pres & Chancellor versions emailed to Planner and PM.</p> <p>By DD submittal, final BOT version emailed to PM/Planner and by Digital Download</p> <p>For Conceptualizations or Feasibility Studies - emailed to PM/Planner and followed up by Digital Download</p>	
09 - Illinois State Historic Preservation Office (ISHPO)	<p><i>Do not directly submit to ISHPO. Discuss submittal for ISHPO with Campus Historic Preservation Officer.</i></p> <p>For BOT projects -One month into DD, printed and record CD</p> <p>For Non-BOT Projects - End of SD, printed and record CD</p>	
10 - Log of Plan Holders	email PM	
11 - Addenda (to Project Manual and Drawings)	*Printed (upon request) & Digital Download	
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 & approved Contractor Submittals (i.e. Product Submittals & Shop Drawings) emailed to <fsshopdrawing@illinois.edu>.</p>	Construction
21 - Pay / Progress Meetings	No longer applicable	
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/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 <fsshopdrawing@illinois.edu>"</p>	
28 - Punch List	<p><u>For JOC, Contractor Services, or In House Projects:</u> Email PM/Planner and lead inspector</p> <p><u>For Capital Projects:</u> Submit in PRZM, by closeout - emailed to <fsshopdrawing@illinois.edu>"</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 (upon request) & Digital Download</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 (upon request) & Digital Download</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 and Digital Download</p>	
40 - Post Construction Activities Log	*Printed (upon request) & Digital Download	Warranty
41 - Log of Equipment with Settings Different than Manufacturer's Recommendations	*Printed (upon request) & Digital Download	
42 - Post Construction Report	*Printed (upon request) & Digital Download	