O&M SUBMITTAL GUIDE

- Single file OR individual chapter files (no file over 90 MB)
- NO Paper needed, with the exception of:
    - ☐ Elevator O&Ms – need two copies
    - ☐ Campus customer will specify their own needs and take delivery from PSC separately
- ☐ Transmittal
    - o Project Name (U of I)
    - o Project Number (U of I)
    - o PSC
    - o Contract Division # and Name
    - o Contractor
    - o Contents
    - o Date
    - o Status (DRAFT or FINAL)
- ☐ Cover
    - o Project Name (U of I)
    - o Project Number (U of I)
    - o Contractor
    - o Contract Division # and Name
    - o Contents
    - o Volume __ of __ [if applicable]
    - o Status (DRAFT or FINAL)
    - o Date
- ☐ Table of Contents
- ☐ Bookmarks (to match Table of Contents)
- ☐ Searchable*
- ☐ Initial View set to "Bookmarks Panel and Page," "Single Page Continuous", and "Fit Page."*
- ☐ File name: Uxxxxx_017823-Div-#-nn-rr_title.pdf
    > Key
    > Uxxxxx = U of I Project Number
    > 017823 = Operation & Maintenance Data specification section
    > Div-# = contract division number
    > n = submittal number
    > r = revision number
    > title = short title of submittal (Resubmittals shall use the same title as the original submittal.)
- ☐ Submit to: fandsshopdrawrev@mx.uillinois.edu (FandS Shop Drawing Review)

*Helpful tips on back

For more information, refer to:
U of I Facilities Standards, section 01 78 23 – 02 "Operation and Maintenance Data"
    https://fs.illinois.edu/resources/facilities-standards/technical-sections
U of I Facilities Standards, Exhibit 01 33 23 – 01 "Electronic Construction Submittal Process"
    https://fs.illinois.edu/resources/facilities-standards/exhibits
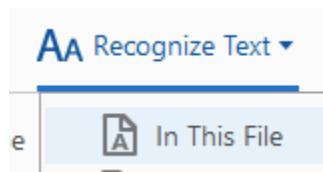"Project Submittal Requirements"
    https://fs.illinois.edu/docs/default-source/FIR/project-submittal-requirements.pdf
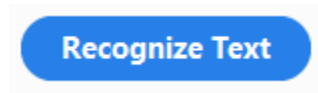"Required Phases and Minimum List of Deliverables" (for the specific project)

Searchable

Tools \ Scan & OCR

Select "Recognize Text" \ "In This File"

Press "Recognize Text"

Initial View Settings

File \ Properties \ Initial View

Fields should be set as: