



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
 - Project Name (U of I)
 - Project Number (U of I)
 - PSC
 - Contract Division # and Name
 - Contractor
 - Contents
 - Date
 - Status (DRAFT or FINAL)
- Cover
 - Project Name (U of I)
 - Project Number (U of I)
 - Contractor
 - Contract Division # and Name
 - Contents
 - Volume __ of __ [if applicable]
 - Status (DRAFT or FINAL)
 - 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 <https://fs.illinois.edu/facilities-standards/>

“02_Technical Sections”, “Division 01 – Administrative”, “01 78 23 – 02 Operation and Maintenance Data”

“03_Exhibits”, “Exhibit 01 33 23 – 01 Electronic Construction Submittal Process”

“Project Submittal Requirements”

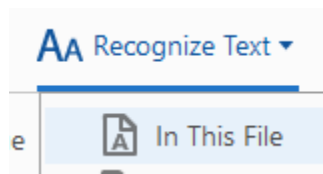
<https://docs.fs.illinois.edu/wp-content/uploads/2023/04/projectsubmittalrequirements.pdf>

“Required Phases and Minimum List of Deliverables” (for the specific project)

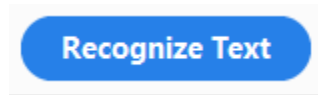
Searchable

Tools \ Scan & OCR

Select "Recognize Text" \ "In This File"



Press "Recognize Text"



Initial View Settings

File \ Properties \ Initial View

Fields should be set as:

