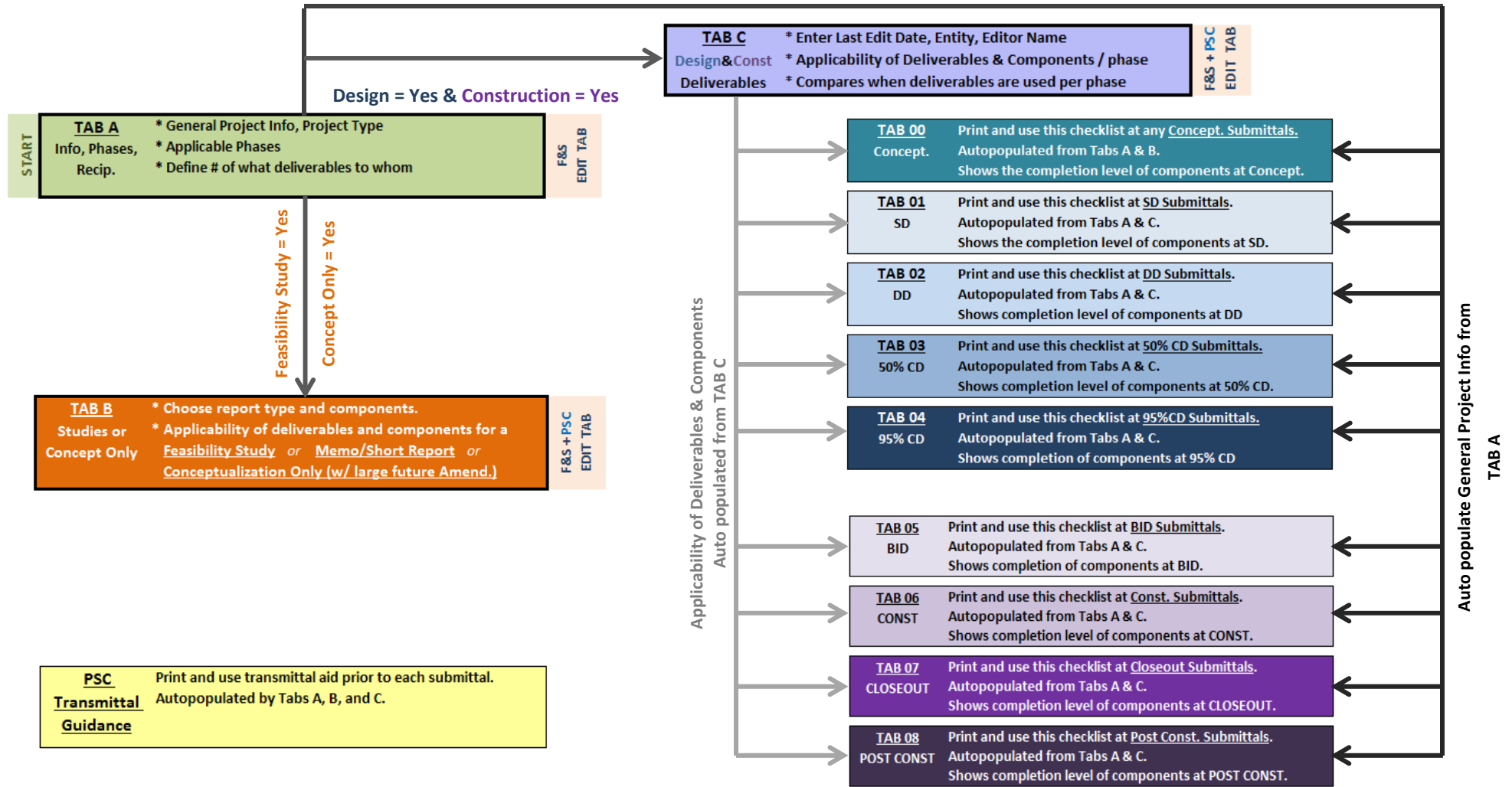


SPREADSHEET FLOWCHART



TIP #1 – PASTE SPECIAL (VALUES) – REQUIRED!

DO NOT USE A DIRECT COPY AND PASTE! Doing so will change the formulas, "smart" features, and conditional formats.

If there are multiple cells to change to the same value, use "paste special – values".

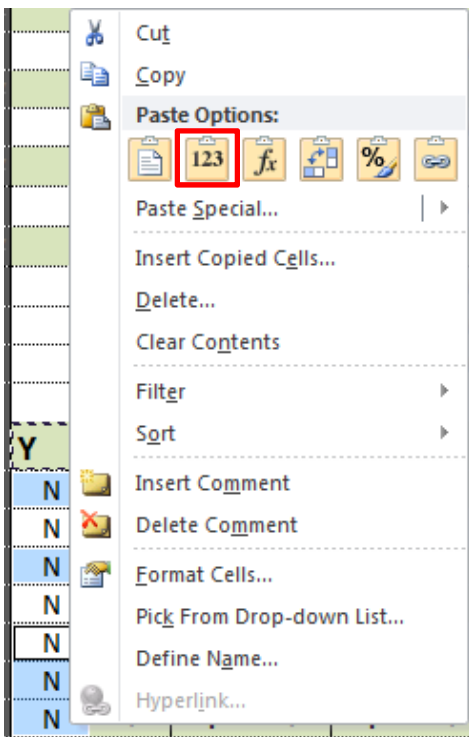
For example – several cells need to be modified from a "N" to a "Y". Choose an existing cell with a "Y". Copy (Either "ctrl-c" or right click and select "copy").

Y	Y
N	Y
N	Y
N	Y
N	Y

- Choose multiple cells at one time that need the value changed to "Y" by selecting the first cell, then holding down the "Ctrl" button while clicking to select the remaining cells.

Y	Y
N	Y
N	Y
N	Y
N	Y
N	Y
N	Y
N	Y
N	N

- While cells are still chosen, right click. → Choose paste special – values "1-2-3"



TIP #2 – DO NOT DELETE ANY ROWS OR COLUMNS. USE TIP #3 INSTEAD

There are multiple references, names, etc. Deleting rows and columns will cause multiple errors.

TIP #3 – HIDE / UNHIDE MULTIPLE ROWS

The PM or Planner may wish to hide some of the non-applicable disciplines in TABS 00-08.

- Select first row to hide by selecting the row number at the left of the sheet.

99	N	PLACEHOLDER ROW - Building Automation Controls Systems - CUSTOM	<---PM/Planner ma
100	Y	Access Controls - General Systems (Updates to)	
101	N	PLACEHOLDER ROW - Access Controls - CUSTOM	<---PM/Planner ma
102	Y	Telecom - General Systems (Updates to)	

- While row # is still selected, press the "Ctrl" button and hold down while selecting the #'s of the other row to hide.

99	N	PLACEHOLDER ROW - Building Automation Controls Systems - CUSTOM	<---PM/Planner may hide PLACE
100	Y	Access Controls - General Systems (Updates to)	
101	N	PLACEHOLDER ROW - Access Controls - CUSTOM	<---PM/Planner may hide PLACE
102	Y	Telecom - General Systems (Updates to)	
103	N	PLACEHOLDER ROW - Telecom - CUSTOM	<---PM/Planner may hide PLACE
104	Y	Audio Visual - General Systems (Updates to)	
105	N	PLACEHOLDER ROW - Audio Visual - CUSTOM	<---PM/Planner may hide PLACE
106	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM	<---PM/Planner may hide PLACE

- While all row #'s to hide are still chosen, continue to hold "Ctrl", hover over the #'s while simultaneously & right clicking.
- Select "Hide".

99	N	PLACEHOLDER ROW - Building Automation Controls Systems - CUSTOM	<---PM/Planner may hi
100	Y	Access Controls - General Systems (Updates to)	
101	N	PLACEHOLDER ROW - Access Controls - CUSTOM	<---PM/Planner may hi
102	Y	Telecom - General Systems (Updates to)	
103	N	PLACEHOLDER ROW - Telecom - CUSTOM	<---PM/Planner may hi
104	Y	Audio Visual - General Systems (Updates to)	
105	N	PLACEHOLDER ROW - Audio Visual - CUSTOM	<---PM/Planner may hi
106	N	PLACEHOLDER ROW - CUSTOM ROW - OPTIONAL CLIENT ITEM	<---PM/Planner may hi

o. Project Applicable Information / Calculations - Updated

110	(Complete) Occupancy calculations between existing and proposed; breaking down for FTE
111	(Complete) Soil Borings and Soils Report
112	(Substantially Complete) Stormwater Runoff Rate Calculation/Model Results and Water Detention
113	(Substantially Complete) Asbestos and Lead Survey and Recommendations
114	Results of Hazardous Materials Testing and Hazardous Materials Mediation Plan
115	(Substantially Complete) EPA & State Permits
116	(Substantially Complete) Environmental Checklist
117	(Preliminary) Excel files of all equipment schedules for all disciplines.

Directions for Overall Spreadsheet

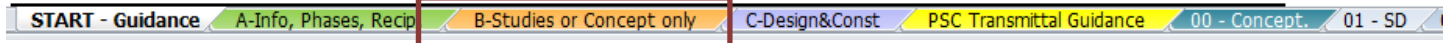
UIUC PM/Planner will start on TAB : [A-Info, Phases, Recip.] - A-Info, Phases, Recip.

TAB A -- appears in white as shown in the list of tabs below:



For Studies Projects, UIUC PM/Planner will next complete only TAB : [B-Studies or Concept Only] - B-Studies Deliverables. PSC will review and make/recommend modifications to TAB B.

TAB B -- appears in orange as shown in the list of tabs below:



For Design & Const. Projects, UIUC PM/Planner complete TAB: [C-Design&Const] - C-Design&Const. PSC will review and make/recommend modifications to TAB C.

TAB C -- appears in blueish-purple as shown in the list of tabs below:



Prior to submitting, PSC will review and adjust print margins for applicable phases after TAB C. (i.e. 00 - Concept, 01 - SD, etc.....). PSC will print and submit the applicable phase as a pdf and the excel file in according to the MLD.

For all tabs, the default viewing setting is "page break preview". Areas outside of the printable area will appear in gray.

DIRECTIONS: Fill out form for whether or not a reviewer applies and in all boxes with a peach background. (Darker peach are drop downs) TO BE COMPLETED BY PLANNER OR PM. THIS TAB IS THE MASTER FORM. Choosing submittal phases here will control which subsequent tabs are activated. Directions for each tab will appear at the top of the sheet and be locked in that position.

Required Phases and Delivery Requirements														
Master Template last updated on: 07/31/2017														
Date	BID	Davenport Hall Addition & Remodel - Example										U12345		
0001	Remodeling/Addition	Jane Doe										John Smith		
Bldg #, Lot or Utility	Construction Type	BOT approval? SHPO Involvement? CDB project?										Project Manager / Coordinator		
0001	Silver - Certified	Note: Bid & Award includes Addenda Submittals										Ok		
LEED Goal	Submittal Applies? ---->	Conceptualization				Design				Construction				
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Concept DRAFT	Concept FINAL	SD	DD	50% CD	95% CD	Bid & Award	Const.	Close Out	Post Const.	Size				
Yes	F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	PR, e	PR, e	PR, e	PR, e	PR, e	e, D, PBOD	e, PM, D	e, PM, D	e, PM, D	e, PM, D	-	-	half-size
	115 or 141 PPSB (MC-800) [4]	# of each as indicated above				# of each as indicated above				# of each as indicated above				
Yes	Design & Construction Submittal Receiving	2PR, 2PC*, CD	3PR, 3PCA, CD	3PR, 3PCA, CD	3PR, 3PCA, CD	PR, PC*, CD	PBOD*, PC*, D, CD	PBOD*, PC*, FB*, PM, D, CD	PBOD*, PC*, FB*, PM, D, CD	PBOD*, PC*, FB*, PM, D, CD	PBOD*, PC*, FB*, PM, D, CD	PBOD*, PC*, FB*, PM, D, CD	PBOD*, PC*, FB*, PM, D, CD	
	117 PPSB (MC-800) Facilities & Services University of Illinois 1501 S. Oak St. Champaign, IL 61820	# of each as indicated above				Each as indicated above, except: 1 PM/D half-size				Each as indicated above, except: 1 PM/D				

PM/Planner complete peach cells (Date, delivery, project #)
 PM/Planner complete peach cells (Const type, planner, project manager/coordinator)
 PM/Planner choose applicability of Report/Construction
 PM/Planner choose applicability of submittals
 in columns G through I choose Feasibility / Memo or Construction
 confirm with PM/Planner on SIZE

DIRECTIONS: PSC should print & use at CONCEPT submittals.

U12345 - Davenport Hall Addition & Remodel - Example		
Conceptualization - PSC Minimum List of Deliverables		
Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001		
Master Template last updated on: 12/01/2016. Struck out text is not required.		
12/1/2016	PM	John Smith
Last Edited	Edited by	Most Recent Editor's Name
Date Transmitted	Applies?	Item Name
(Item's with only one *- Updates beyond first listed phase)		
Y	00. *	Minimum List of Deliverables
Y	01.	Construction Cost Estimate (area; volume; unit costs)

Guidance or instructional messages will appear at the right outside of the printable area. Red text is important or special directions.

-----ECHOED from Tab [A-Info, Phases, Recip.]
 -----Phase Applicability chosen in Tab [A-Info, Phases, Recip.]
 -----ECHOED from Tab [A-Info, Phases, Recip.]
 -----Enter/Update "EDIT DATE" / "ENTITY" / "EDITOR"
 Guidance

On **TAB A**, cells with peach backgrounds are to be completed, edited, or verified by **UIUC PM/Planner**. Light peach is for a manual entry. Darker peach are dropdown options.

Fill in / complete in light peach cells.

Required Phases and Delivery Requirements															
Master Template last updated on: 08/31/2020															
8/26/2020	BID	Davenport Hall Addition & Remodel - Example										U12345			
Date	Construction Delivery Method	Project Name										Project #			
0001	Remodeling/Addition	Jane Doe	Yes	Yes	No	John Smith				Project Manager / Coordinator					
Bldg #, Lot or Utility	Construction Type	Planner	BOT approval?	ISHPO Involvement?	CDB project?										
	Silver - Certified	USE TAB C			USE TAB C				Note: Bid & Award includes Addenda Submittals						
LEED Goal		Conceptualization				Design				Construction				Ok	
Submittal Applies? ----->		Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Recipient & Applicability		Concept DRAFT				Concept FINAL	SD	DD	50% CD	95% CD	Bid & Award	Const.	Closeout	Post Const.	Size
Yes	F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	PR, e	PR, e	PR, e	PR, e	PR, e	e, D, PBOD	e, PM, D	e, PM, D	e, PM, D	e, PM, D	e, PM, D	-	-	Half Size
	115 or 141 PPSB (MC-800) ⁽¹⁾	# of each as indicated above				# of each as indicated above				# of each as indicated above					
Yes	Design & Construction Submittal Receiving	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	PM, D, DD	-	
	Univ. of IL Facilities & Services 117 PPSB (MC 800)												1 PM/D		

On **TABs A, B, C** cells with peach backgrounds are to be completed, edited, or verified by the **UIUC PM/Planner**. Darker peach are dropdown options. On all design and construction phase tabs, the only dropdown is for the “Edited by”.

Fill in / complete in dark peach cells.

Required Phases and Delivery Requirements															
Master Template last updated on: 08/31/2020															
8/26/2020	BID	Davenport Hall Addition & Remodel - Example										U12345			
Date	Construction Delivery Method	Project Name										Project #			
0001	Remodeling/Addition	Jane Doe	Yes	Yes	No	John Smith				Project Manager / Coordinator					
Bldg #, Lot or Utility	Construction Type	Planner	BOT approval?	ISHPO Involvement?	CDB project?										
	Silver - Certified	USE TAB C			USE TAB C				Note: Bid & Award includes Addenda Submittals						
LEED Goal		Conceptualization				Design				Construction				Ok	
Submittal Applies? ----->		Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Recipient & Applicability		Concept DRAFT				Concept FINAL	SD	DD	50% CD	95% CD	Bid & Award	Const.	Closeout	Post Const.	Size
Yes	F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	PR, e	PR, e	PR, e	PR, e	PR, e	e, D, PBOD	e, PM, D	e, PM, D	e, PM, D	e, PM, D	e, PM, D	-	-	Half Size
	115 or 141 PPSB (MC-800) ⁽¹⁾	# of each as indicated above				# of each as indicated above				# of each as indicated above					
Yes	Design & Construction Submittal Receiving	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	PM, D, DD	-	
	Univ. of IL Facilities & Services 117 PPSB (MC 800)												1 PM/D		

Directions for Tab [A-Info, Phases, Recip.]

TAB A - A-Info, Phases, Recip.

Purpose : UIUC PM/Planner will start the new process to insert basic project information, verify type of project, select applicable phases, provide a list of who receives how many of what deliverable in which format at which phase, and set the basic information and phase applicability echoed in subsequent tabs.

A-1 : UIUC PM/Planner will complete all peach cell information at the top including:

Date, Bldg #/ Lot / Utility, Construction Delivery Method, Construction Type, LEED Goal, Project Name, Project Number, Planner, PM, BOT applicability, IHPA Involvement, and CDB applicability.

Required Phases and Delivery Requirements										
Master Template last updated on: 08/31/2020										
8/26/2020	BID	Davenport Hall Addition & Remodel - Example					U12345			
Date	Construction Delivery Method	Project Name					Project #			
0001	Remodeling/Addition	Jane Doe	Yes	No	John Smith					
Bldg #, Lot or Utility	Construction Type	Planner	BOT approval?	IHPA Involvement?	CDB project?	Project Manager / Coordinator				
	Silver - Certified	USE TAB C	USE TAB C	Note: Bid & Award includes Addenda Submittals						
LEED Goal	Conceptualization	Design	Construction	Ok						

1

A-2 : UIUC PM/Planner will use dropdown menus at the top of the table to determine applicability of master phases (Feas, vs Concept. / Design / Const.):

Utility	Conceptualization				Design				Construction				Ok	
Submittal Applies? -->	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Size
Recipient & Applicability	Concept DRAFT			Concept FINAL	SD	DD	50% CD	95% CD	Bid	Const.	Close Out	Post Const.		

2

Conceptualization only	Design	Construction
Investigation/Memo/Short Report Feasibility Study Conceptualization only Conceptualization Feasibility or Conceptualization do not apply No reports or Conceptualization Apply	Design does not apply SD DD 50% CD 95% CD	Construction does not apply Bid & Award Const. Close Out Post Const.

Note 2a- If a choice of something not applying is selected, the subsequent cells below will automatically gray out. (see "construction does not apply" below).

Note 2b- If Feasibility Study is selected, Design or Construction should NOT be selected. An error will appear in red at the right.

LEED Goal	Feasibility Study					Design				Construction				Ok
Submittal Applies? -->	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Size
Recipient & Applicability	Feas. DRAFT				Feas. FINAL	SD	DD	50% CD	95% CD	Bid & Award	Const.	Closeout	Post-Const.	
Yes	F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	PR, e	PR, e	PR, e	PR, e	PR, e	e-PM, e-RBOD	e-PM, D	e-PM, D	e-PM, D	e-PM, D	e-PM, D	-	Half Size

A-3 : UIUC PM/Planner will use next row of dropdown menus at the top of the table to determine applicability of each phase (Draft and Final of reports, SD, DD, 50% CD, 95% CD, Bid, Const., Close Out, Post Const.).

LEED Goal	Conceptualization					Design				Construction does not apply				Ok
Submittal Applies? -->	Yes	No	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Size
Recipient & Applicability	Concept DRAFT				Concept FINAL	SD	DD / 50% CD	95% CD	Bid & Award	Const.	Close-Out	Post-Const.		
Yes	F&S Planner and/or PM: Jane Doe (Planner); John Doe (PM)	PR, E	PR, E	PR, E	PR, E	2D, 2PBOD	e-PM, E	e-PM, D	e-PM, D	e-PM, D	-	-	-	half-size
	115 or 141 PPSB (MC-800) (1)	# of each as indicated above				# of each as indicated above				# of each as indicated above		# of each as indicated above		
Yes	Quality Assurance: Design & Construction Submittal Receiving	2PR, CD	2PR, CD	2PR, CD	2PR, CD	PR, CD	PBOD*, PC*, D, CD	PBOD*, PC*, FB*, RM, D, CD	PBOD*, PC*, FB*, PM, D, CD	PBOD*, PC*, FB*, PM, D, CD	-	-	-	
	117 PPSB (MC-800) Facilities & Services University of Illinois 1501 S. Oak St. Champaign, IL 61820	# of each as indicated above				Each as indicated above, except: 1 PM/D half-size, 1 PM/D full-size, 1 CD				Each as indicated above, except: 1-PM/D full-size, 2-PM/2D full-size, 1-PM/D half-size, 1-CD				As indicated

3

Note 3a – Selecting "No" in one or more of the design phases will automatically change the labels to reflect combined submittals. Columns below will gray out.

A-4a : UIUC PM/Planner will verify/Complete the names of each recipient in the peach cells on the left.

A-4b : UIUC PM/Planner will fill in requested # of each deliverable and deliverable format in the rows to the right of each name.

LEED Goal		Conceptualization				Design				Construction does not apply				Ok	
Submittal Applies? ----->		Yes	No	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	
Recipient & Applicability		Concept DRAFT				Concept FINAL	SD		DD / 50%CD	95% CD	Bid-& Award	Const.	Close-Out	Post-Const.	Size
Yes	Project Department(s): TBA INSERT-Room # and BLDG Name INSERT-Street Address INSERT-City, IL and ZIP CODE INSERT-email address	2 PR, E	1 PR, E	1 PR, E	1 PR, E	2 PR, E	E,D,PM	E,D,PM	E,D,PM	E,D,PM	E,D,PM		E,D,PM		Half Size
			# of each as indicated above				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				
Yes	Project College (as applicable): TBA INSERT-Room # and BLDG Name INSERT-Street Address INSERT-City, IL and ZIP CODE INSERT-email address	1 PR, E	1 PR, E	1 PR, E		1									Half Size
			# of each as indicated above				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				
Yes	Other: TBA INSERT-Room # and BLDG Name INSERT-Street Address INSERT-City, IL and ZIP CODE INSERT-email address	1 PR, E	1 PR, E	1 PR, E	1 PR, E	1 PR, E	E,D,PM	E,D,PM	E,D,PM	E,D,PM	E,D,PM		E,D,PM		Half Size
			# of each as indicated above				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				

4b – Example: Project department is receiving 2 hard copies of the report.

4a - Recipient information entered for Project Department, College, and any other applicable recipients.

4a - Yes or No chosen from drop downs. (Cells will automatically gray out if No is chosen.)

Note 4b – The key for the deliverables and formats are at the bottom of the table.

Yes	Other: Campus Historic Preservation Officer Facilities & Services 1501 S. Oak St. Champaign, IL 61820	E	1 PR, E	1 PR, E	1 PR, E	1 PR, E	E,D,PM	E,D,PM	E,D,PM	E,D,PM	E,D,PM	-	-	-	Half Size
			# of each as indicated above				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				# of each as indicated above. Any "E" refers to Drawings, BOD, FB, and Manuals				
Yes	Email electronics only: MA@illinois.edu	E	E	E	E	E	E	E	E	E	E	E	-	-	-

Key: DD = link to digital download pdf and all native files (cad, word, excel, etc.) D = paper Drawings, E = emailed pdfs or link to files, e = access to F&S files, PR = paper Report, PBOD = paper Basis of Design, PC = paper Calcs / Info, FB = hard copy Finishes & FF&E Binder/Boards, PM = paper Project Manual * = As Applicable
FOR ITEMS IN SUBMITTALS NOT ADDRESSED IN TABLE OR KEY ABOVE - See PSC Transmittal Guidance from PM/Planner

(1) Address is: Facilities & Services, University of Illinois, 1501 S. Oak St., Champaign, IL 61820
 PSC mails or delivers directly to recipients with specific cover sheets. PSC shall use Transmittal Guidance provided by PM/Planner and the "PROJECT SUBMITTAL REQUIREMENTS".

Directions for Tab [B - Studies or Concept Only]

TAB B – Studies or Concept Only (For Feasibility Studies, Memo/Short Report or for Conceptualization Only contract)

Purpose : After basic project information is completed in previous tab [A-Info, Phases, Recip.], use TAB [B-Studies or Concept Only] choose applicability of deliverables and components for a Feasibility Studies or Memo/Short Reports or Conceptualization on Contracts. Select type of report. **Not dependent on TAB C.**

B -1a : UIUC PM/Planner will verify in TAB A that the following selections are chosen:

(Investigation/Memo/Short Report) or (Feasibility Study) or (Conceptualization Only) WITH Design & Construction Grayed.

LEED Goal		Investigation/Memo/Short Report					Design				Construction does not apply				Ok
Submittal Applies? ----->		Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Recipient & Applicability		Report DRAFT				Report FINAL	SD	DD	50% CD	95% CD	Bid-& Award	Const.	Closeout	Post-Const.	Size
Yes	F&S Planner and/or PM: TBA (Planner); TBA (PM)	PR, e	PR, e	PR, e	PR, e	PR, e	e, D, PBOD	e, PM, D	e, PM, D	e, PM, D	e, PM, D	-	-	-	half-size
	115 or 141 PPSB (MC-800) ⁽¹⁾	# of each as indicated above				# of each as indicated above				# of each as indicated above					

B -1b : If TAB [B-Studies or Concept only] is grayed out like the image below, "Feasibility Study" or "Memorandum or Short Report" or "Conceptualization Only" was not selected in TAB A.

DIRECTIONS: PM/ Planner only should hide non-applicable rows. Choose applicability from Drop Downs. **DO NOT COMPLETE TABS 00 - 08. DESIGN & CONSTRUCTION DO NOT APPLY.**

- Y 1. EXAMPLE Deliverable/Master ITEM - will be struck out if drop box selection is "N".
- Y Example Sub Item (Deliverable Component) - will be struck out if drop box selection is "N".
- Y Example Subset (Deliverable Subcomponent) Item - will be struck out if drop box selection is "N".

U12345 - Davenport Hall Addition & Remodel - Example

PROJECT IS DESIGN & CONSTRUCTION - NO FEASIBILITY STUDY

Const. Delivery - BID - Const. Type - Remodeling/Addition; LEED Goal - Gold - Not Cert.; Bldg. lot, or Utility - 0001
 Master Template last updated on: 12/01/2016 - Struck-out text is not required.

Last Edited	Planner	Edited by	Most Recent Editor's Name
Date Transmitted	Applies?	Item Name	
Y		00. Updated Minimum List of Deliverables	
Y		01. Conceptual Construction Cost Estimate for Each Alternate (area; volume; unit costs)	
Y		02. Project Schedule (Proposed Durations of Activities)	
Y		03. Written Response to Review Comments	

B -2a : Note the information echoed from TAB A at the top of the printable area

Date, Bldg #/ lot/ Utility, Construction Delivery Method, Construction Type, Project Name, Project Number, Planner, PM, BOT applicability, and CDB applicability.

B -2b : The last editor either the UIUC PM/Planner or the PSC will complete the DATE, EDITED BY, & EDITOR NAME

U12345 - Davenport Hall Addition & Remodel - Example		
Feasibility Study - PSC Minimum List of Deliverables		
Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Gold - Not Cert.; Bldg, lot, or Utility: 0001 Master Template last updated on: 12/01/2016. Struck out text is not required.		
Last Edited	Planner Edited by	Most Recent Editor's Name
Date Transmitted	Applies?	Item Name
Y	<input checked="" type="checkbox"/>	00. Updated Minimum List of Deliverables
Y	<input checked="" type="checkbox"/>	01. Conceptual Construction Cost Estimate for Each Alternate (area; volume; unit costs)
N	<input type="checkbox"/>	02. Project Schedule Not Used in this Design Phase

2a

2b

NOTE – For TAB [B-Studies or Concept only], applicability of each item is selected within the ACTUAL tab for the Feasibility phase, **not in [C-Design&Const]**. **No** other tabs beyond TAB [B-Studies or Concept only] should be completed.

B-3 : UIUC PM/Planner will Choose "Y" for only 1 of the 4 types of reports. If more than one report type is selected OR no report types are selected, an ERROR will appear.

Y	<input checked="" type="checkbox"/>	03. Written Response to Review Comments
Y	<input checked="" type="checkbox"/>	04a. Basis of Design (BOD) / Program Statement (Feasibility Report)
<i>Echo Choose at least 1 No choice made</i>		
N	<input type="checkbox"/>	Report Type 1 – BOD/PS (SIMILAR COMPONENTS AS CONCEPTUALIZATION REPORT) – default
Y	<input checked="" type="checkbox"/>	04a. Basis of Design (BOD) / Program Statement (Feasibility Report)
<i>Echo Error - choose only 1 Report Type 1 - BOD/PS (SIMILAR COMPONENTS AS CONCEPTUALIZATION REPORT) - default / Report Type 2 - CONDITION AND/OR CAPACITY ASSESSMENTS (Overall system and general</i>		
	Y	Report Type 1 - BOD/PS (SIMILAR COMPONENTS AS CONCEPTUALIZATION REPORT) - default
	Y	Signed and Sealed Report Cover - (Final Version only)
	Y	Project Description
	Y	Program Needs Assessment

B-4a : PSC will choose / Verify applicability of numbered bold deliverable items - Y / N / ?

4b : PSC will choose / Verify applicability of sub or component items - Y / N / ?

4c : PSC will choose / Verify applicability of subset items of components - Y / N / ?

Y	04a. Basis of Design (BOD) / Program Statement (Feasibility Report)	
Echo	Selection =	Report Type 1 - BOD/PS (SIMILAR COMPONENTS AS CONCEPTUALIZATION REPORT) - default
	Y	Report Type 1 - BOD/PS (SIMILAR COMPONENTS AS CONCEPTUALIZATION REPORT) - default
	Y	Signed and Sealed Report Cover - (Final Version only)
	Y	Project Description
	Y	Program Needs Assessment

3b – Y/N / ? of deliverable components.

3a - Y/N / ? of numbered deliverable.

	Y	Opinions of Probable Cost for each alternate
	Y	Financial Analysis
	Y	o Client Optional Financial Item 1
	Y	o Client Optional Financial Item 2
	Y	o Client Optional Financial Item 3
	Y	o Client Optional Financial Item 4

3c – Y/N / ? of subset items of components.

3b – Y/N / ? of deliverable components.

B-4 : Selecting "N" will automatically strike out the item and any dependent components or subset items.

	Y	Life Safety Analysis
	N	Applicable Permits / Analysis
	Y	Results of itemized Area Analysis Comparing the Net-to-Gross Square Feet - Per Floor; P Assembly Space; and Per Building as applicable
	N	Historic Preservation
	Y	o Review of Campus Heritage Database and Historical Districts
	Y	o Review of requirements of building façade / envelope
	Y	o Review of requirements of significant interior spaces
	Y	o Historical Documentation (HABS)

B-5 : UIUC PM/Planner may HIDE rows of non-applicable report types.

Directions for Tab [C – Design & Const.]

TAB C – Design & Const Deliverables (For design & Construction Phases)

Purpose : After basic project information is completed in previous tab [A-Info, Phases, Recip.], UIUC PM/Planner will choose PSC will verify and change applicability of major deliverables and turn off deliverable components and subset items for design & construction phases [TABs 00 – 08]. All design and construction phases are listed side by side to see when each item is applicable. **Inputs in this sheet will echo on the individual tabs for each phase.**

Note – The completion level of line items is indicated is indicated within the individual tabs for each design & construction phase.

C-1 : PSC will insert last edited information – Date, By (Planner, PM, PSC), and Editor Name at the top of the sheet.

C-2 : If Cells at the top of the sheet appear with Red Text and a red or pink background, PM/Planner should finish completing project information in TAB A. This information includes:

Date, Bldg #/ lot/ Utility, Construction Delivery Method, Construction Type, Project Name, Project Number, Planner, PM, BOT applicability, SHPO applicability, and CDB applicability

Date:	8/31/2020	Last Edit by:	PM	Last Editor's Name:	Smith	1						
Insert Project Information (Project Name & #) in TAB A												
Insert Project Information (i.e. Const. Delivery & Method, BOT?, ISHPO?, CDB?,) in TAB A												
Master Template last updated on: 08/31/2020												
00	01	02	03	04	05	06	07	08	PSC Minimum List of Deliverables - General Item Name(s) (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)		Basic Services? (N = Supp. or	Responsibility (PSC Team
Conceptual/Initial - Not Basic	Schematic Design	Design Development	90% CD	95% CD	Bid & Award	Construction	Closeout	Post Construction				
Y	Y	Y	Y	Y	Y	Y	Y	Y	00. * Minimum List of Deliverables		Y	
Y	Y	Y	Y	Y	Y	Y	N	N	01. Construction Cost Estimate		Y	
N	Y	Y	Y	Y	Y	N	N	N	Construction Cost Estimate		Y	
N	Y	Y	Y	N	N	N	N	N	Reconciliation with Owner's 3rd party estimator		?	
N	N	N	N	N	N	N	N	N	CUSTOM ROW - OPTIONAL CLIENT ITEM		?	
<i>Estimates for all ADA upgrades and deficiency corrections shall be broken out in an additional estimate</i>												

C-3 : Note that applicable phases have been selected (in previous TAB A). Non-applicable phases will appear with dark gray background.

C-4a : Verify applicability for each item for each phase. Edit by choosing from the dropdown choices.

C-4b : Verify applicability of Basic Services for each item for each phase. Edit by choosing from the dropdown choices.

4a – Hover over cell, click/select to see and select dropdown choice. (Y / N / ? /)

Y	Y	Y	Y	Y	Y	N	Y	N	04a. * Basis of Design (BOD)		Y
Y	Y	Y	Y	Y	Y	N	Y	N	* Project Description		Y
Y	Y	N	N	N	N	N	N	N	* Program Needs Assessment		Y
Y	Y	N	N	N	N	N	N	N	* Program Summary / Analysis		Y
N	N	N	N	N	N	N	N	N	* PLACEHOLDER - Program Study		?

4a – Hover over cell, click/select to see and select dropdown choice. (Y / N / ? /)

Y	Y	Y	Y	Y	N	Y	N	04a. * Basis of Design (BOD)		Y	
Y	Y	Y	Y	Y	N	Y	N	N	* Project Description		Y
Y	Y	N	N	N	N	N	N	N	* Program Needs Assessment		Y
Y	Y	N	N	N	N	N	N	N	* Program Summary / Analysis		Y
N	N	N	N	N	N	N	N	N	* PLACEHOLDER - Program Study		?

C-5: PSC will finish verifying / choosing applicability for entire sheet (Item 1 down all the way to Item 42).

Date: 8/26/2020 Last Edit by: PM Last Editor's Name: Smith											
Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example											
Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No											
00	01	02	03	04	05	06	07	08	Master Template last updated on: 08/31/2020		
Conceptualization - Not Baseline	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	Post Construction	PSC Minimum List of Deliverables - General Item Name(s) (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)		
									Basic Services? (N = Supp. or Responsibility)	(PSC Team)	
Y	Y	Y	Y	Y	Y	Y	Y	Y	00. *	Minimum List of Deliverables	Y
Y	Y	Y	Y	Y	Y	Y	N	N	01.	Construction Cost Estimate	Y
N	Y	Y	Y	Y	Y	N	N	N		Construction Cost Estimate	Y
N	Y	Y	Y	N	N	N	N	N		Reconciliation with Owner's 3rd party estimator	Y
N	N	N	N	N	N	N	N	N		CUSTOM-ROW - OPTIONAL-CLIENT-ITEM	N
										<i>Estimates for all ADA upgrades and deficiency corrections shall be broken out in an additional estimate</i>	
Y	Y	Y	Y	Y	Y	N	N	N	02. *	Project Schedule	Y
N	Y	Y	Y	Y	Y	N	N	N		Project Schedule	Y
N	Y	Y	Y	N	N	N	N	N		Summary of Coordination with Owner's 3rd party scheduler	Y
N	N	N	N	N	N	N	N	N		Reconciliation with Owner's 3rd party scheduler	N

Date: 8/26/2020 Last Edit by: PM Last Editor's Name: Smith											
Comparison between MLD requirements in phases for U12345-Davenport Hall Addition & Remodel - Example											
Bldg, Lot, Utility = 0001; Delivery = BID; Type = Remodeling/Addition; LEED Goal = Silver - Certified ; BOT = Yes; ISHPO = Yes; CDB = No											
00	01	02	03	04	05	06	07	08	Master Template last updated on: 08/31/2020		
Conceptualization - Not Baseline	Schematic Design	Design Development	50% CD	95% CD	Bid & Award	Construction	Closeout	Post Construction	PSC Minimum List of Deliverables - General Item Name(s) (completeness level would be specific to phase) (Item's with only one * - Updates beyond first listed phase)		
									Basic Services? (N = Supp. or Responsibility)	(PSC Team)	
					N	N	Y	N	32.	Final Approved Contractor Submittals with Log	Y
					N	N	Y	N	33.	Contractor As-Built Drawings and As-Built Project Manual	Y
									POST CONSTRUCTION PHASE SPECIFIC ITEMS		
					N	N	N	Y	40.	Post Construction Activities Log	N
					N	N	N	Y	41.	Log of Equipment with Settings Different than Manufacturer's Recommendations	N
					N	N	N	Y	42.	Post Construction Report	N

Directions for Echoed Design Phases - Tabs 00 - 04

- 00 - Concept.** Print and use this checklist at any Conceptualization Submittals.
*Represents overall project information and conceptualization phase applicability from **TAB A**. Echoes applicabilities of Deliverables and Components chosen in **TAB C**. Echoes the level of completion of components.*
- 01 - SD** Print and use this checklist at any SD Submittals.
*Represents overall project information and SD phase applicability from **TAB A**. Echoes applicabilities of Deliverables and Components chosen in **TAB C**. Echoes the level of completion of components.*
- 02 - DD** Print and use this checklist at any DD Submittals.
*Represents overall project information and DD phase applicability from **TAB A**. Echoes applicabilities of Deliverables and Components chosen in **TAB C**. Echoes the level of completion of components.*
- 03 - 50% CD** Print and use this checklist at any 50% CD Submittals.
*Represents overall project information and 50% CD phase applicability from **TAB A**. Echoes applicabilities of Deliverables and Components chosen in **TAB C**. Echoes the level of completion of components.*
- 04 - 95% CD** Print and use this checklist at any 95% CD Submittals.
*Represents overall project information and 95% CD phase applicability from **TAB A**. Echoes applicabilities of Deliverables and Components chosen in **TAB C**. Echoes the level of completion of components.*

00/04-1a : **UIUC PM/Planner will** verify in **TAB A** that following selections are chosen:
 [Design]

Conceptualization					Design				Construction			
Yes	No	No	No	Yes	Design does not apply				Yes	Yes	Yes	Yes
Concept DRAFT				Concept FINAL	SD	DD	50% CD	95% CD	Bid & Award	Const.	Close Out	Post Const.

00/04-1b : If any of TABS 02-06 is DARK-grayed out like the image below with "NO DESIGN" in red, Design was not selected in **TAB A**. If "DESIGN DEVELOPMENT DOES NOT APPLY", then the individual phase was not selected in **TAB A**.

U12345 - Davenport Hall Addition & Removdel - Example	
NO DESIGN - DESIGN DEVELOPMENT DOES NOT APPLY	
Const. Delivery - BID; Const. Type - Remodeling/Addition; LEED Goal - Silver-Certified; Bldg, lot, or Utility: 0001 Master Template last updated on: 07/31/2017. Struck-out text is not required.	
7/31/2017 Last Edited	PM Edited by John Smith Most Recent Editor's Name
Date Transmitted	Applies?
Item-Name (Item's with only one *- Updates beyond first listed phase)	
Y	00,* <u>Minimum List of Deliverables - Current</u>
Y	01, <u>Construction Cost Estimate - Quantity Takeoff in CSI Format (Subst. Complete w/ Bid Alts.)</u> <i>Estimates for all ADA upgrades and deficiency corrections shall be broken out in an additional estimate</i>
Y	02,* <u>Project Schedule - Updated</u>
Y	03, <u>Written Response to Comments</u>

00/04-2a : Note the information echo from TAB A at the top of the printable area

Date, Bldg #/ lot/ Utility, Construction Delivery Method, Construction Type, Project Name, Project Number, Planner, PM, BOT applicability, SHPO applicability, and CDB applicability.

00/04-2b : PSC will check the accuracy of the DATE, EDITED BY, & EDITOR NAME (if incorrect, edit in TAB C)

U12345 - Davenport Hall Addition & Removdel - Example		
Design Development - PSC Minimum List of Deliverables		
Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Silver - Certified; Bldg, lot, or Utility: 0001 <i>Master Template last updated on: 07/31/2017 . Struck out text is not required.</i>		
7/31/2017	PM	John Smith
<i>Last Edited</i>	<i>Edited by</i>	<i>Most Recent Editor's Name</i>
Date Transmitted	Applies?	Item Name <small>(Item's with only one *- Updates beyond first listed phase)</small>
Y		00. * Minimum List of Deliverables - Current
Y		01. Construction Cost Estimate - Quantity Takeoff in CSI Format (Subst. Complete w/ Bid Alts.) <small>Estimates for all ADA upgrades and deficiency corrections shall be broken out in an additional estimate</small>
Y		02. * Project Schedule - Updated

2a

2b

REMINDER – TAB C controls the applicability of individual items in these phase sheets.

00/04-3a : VIEW applicability of numbered bold deliverable items - Y / N / ?

3b : VIEW applicability of sub or component items - Y / N / ?

3c : VIEW applicability of subset items of components - Y / N / ?

Y		05b. Furnitures, Fixtures, and Equipment Binder
Y		(Approx 50% Complete) Cut Sheets
Y		(Approx 50% Complete) Product Samples
Y		(Draft) "Furniture Information Form" (electronic)
N		PLACEHOLDER ROW CUSTOM ROW OPTIONAL CLIENT ITEM

3b – Shows applicability Y/N / ? of deliverable components echoed from TAB C.

3a – Shows applicability of Y/N / ? of numbered deliverable echoed from TAB C.

Date Transmitted	Applies?	Item Name <small>(Item's with only one *- Updates beyond first listed phase)</small>
Y		07a. Drawing Set
Y		Title Sheet (Approx. 50% Complete)
Y		Code Compliance (Approx. 50% Complete)
Y		Life Safety (Approx. 50% Complete)
Y		General Project Info (Approx. 50% Complete)
X		Asbestos, Lead Based Paint, & Hazardous Materials Drawings
N		PLACEHOLDER ROW CUSTOM Asbestos
Y		Asbestos Removal, Remediation, Containment (Approx. 50% Complete)

3c – Y/N / ? of subset items of components echoed from TAB C.

3b – Y/N / ? of deliverable components echoed from TAB C.

00/04-4 : "N" will automatically strike out the item and any dependent components or subset items.

Directions for Echoed Construction Phases - Tabs 05 - 08

05 - Bid	<u>Print and use this checklist at any BID Submittals.</u> Represents overall project information and <u>BID</u> phase applicability from TAB A . Echoes applicabilities of Deliverables and Components chosen in TAB C . Echoes the level of completion of components.
06 - CONST	<u>Print and use this checklist at any CONST Submittals.</u> Represents overall project information and <u>CONST</u> phase applicability from TAB A . Echoes applicabilities of Deliverables and Components chosen in TAB C . Echoes the level of completion of components.
07 - CLOSE OUT	<u>Print and use this checklist at any CLOSE OUT Submittals.</u> Represents overall project information and <u>CLOSE OUT</u> phase applicability from TAB A . Echoes applicabilities of Deliverables and Components chosen in TAB C . Echoes the level of completion of components.
08 - POST CONST	<u>Print and use this checklist at any POST CONST Submittals.</u> Represents overall project information and <u>Post Const</u> phase applicability from TAB A . Echoes applicabilities of Deliverables and Components chosen in TAB C . Echoes the level of completion of components.

05/08-1a : **UIUC PM/Planner will** verify in **TAB A** that following selections are chosen:
[Construction]

Conceptualization				Design				Construction				
Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Construction			
Concept DRAFT				Concept FINAL	SD	DD	50% CD	95% CD	Construction does not apply			
									Bid & Award	Const.	Close Out	Post Const.

05/08-1b : If any of TABS 05/08 is DARK grayed out like the image below with "NO CONSTRUCTION" in red, Construction was not selected.

U12345 - Davenport Hall Addition & Removdel - Example		
NO CONSTRUCTION - CONST. DOES NOT APPLY		
Const. Delivery – BID; Const. Type – Remodeling/Addition; LEED Goal – Silver-Certified; Bldg. lot, or Utility-0001 Master Template last updated on: 07/31/2017. Struck-out text is not required.		
7/31/2017	PM	John Smith
Last Edited	Edited by	Most Recent Editor's Name
Date Transmitted	Applies?	Item Name
		(Item's with only one "*" - Updates beyond first listed phase)
Y	00.*	Minimum List of Deliverables – Current
N	01.	Construction Cost Estimate Not Used In This Construction Phase
N	02.*	Project Schedule Not Used In This Construction Phase
N	03.	Written Response to Comments Not Used In This Construction Phase

FOR PSC's

05/08-2a : Note the information echo from **TAB A** at the top of the printable area

Date, Bldg #/ lot/ Utility, Construction Delivery Method, Construction Type, Project Name, Project Number, Planner, PM, BOT applicability, SHPO applicability, and CDB applicability.

05/08-2b : **PSC will** check the accuracy of the DATE, EDITED BY, & EDITOR NAME (if incorrect, edit in **TAB C**)

U12345 - Davenport Hall Addition & Remodel - Example			2a
Construction - PSC Minimum List of Deliverables			
Const. Delivery = BID ; Const. Type = Remodeling/Addition; LEED Goal = Gold - Not Cert.; Bldg, lot, or Utility: 0001 <i>Master Template last updated on: 12/01/2016. Struck out text is not required.</i>			
12/1/2016	PM	John Smith	2b
<small>Last Edited</small>	<small>Edited by</small>	<small>Most Recent Editor's Name</small>	
Date Transmitted	Applies?	Item Name <small>(Item's with only one * - Updates beyond first listed phase)</small>	
Y		00. * Updated Minimum List of Deliverables	
N		01. Cost Estimate Not Used in This Construction Phase	

REMINDER – TAB C controls the applicability of individual items in these phase sheets.

05/08-3a : VIEW applicability of numbered bold deliverable items - Y / N / ?

3b : VIEW applicability of sub or component items - Y / N / ?

3c : VIEW applicability of subset items of components - Y / N / ?

Y	05a. Ext. & Int. Finishes Binder/Finishes Boards - Installed - RECORD SET
Y	(Final Installed) Product Samples of Floor Coverings, Wall Covering, Window Treatment, Ceiling Tile, etc...
Y	(Final Installed) Paint selections and combinations
N	Changes are only made in TAB C.
N	Placeholder Row - Custom - Optional Client Item
N	Placeholder Row - Custom - Optional Client Item
Y	05b. Furnitures, Fixtures, and Equipment Binder- Installed - RECORD SET
Y	(Final Installed) Cut Sheets
Y	(Final Installed) Product Samples
Y	Placeholder Row - Custom - Optional Client Item

3b – Y/N / ? of deliverable components echoed from **TAB C.**

3a - Y/N / ? of numbered deliverable echoed from **TAB C.**

05/08-4 : Selecting "N" (in **TAB C**) will automatically strike out the item and any dependent components or subset items.

N	PLACEHOLDER ROW - CUSTOM - Hazardous Materials
Y	Other Hazardous Materials Removal, Remediation, Containment (Record)
N	Site, Civil, & Landscape Drawings(Record)
N	PLACEHOLDER ROW - CUSTOM - Site / Civil / Landscape
N	PLACEHOLDER ROW - CUSTOM - Site / Civil / Landscape
Y	Site Clearing, Demolitions, & Abandonments (Record)
X	Site Plan (show tree protection if not yet shown in layout plan)(Record)

05/08-5 : **PSC will** adjust page layout and print to a pdf. Shall be 1 page wide by ## sheets tall with no excessive blanks.

PSC Transmittal Guidance

TAB – “PSC Transmittal Guidance”

Purpose : Before each transmittal, **PSC shall use this tab** to help determine which how many of which products/deliverables in what format are due to the university. The transmittal guidance will also echo the applicability of each numbered deliverable and remind of the required attachments to accompany each transmittal letter.

Note – This tab shall be used at each submittal. The submittal phase shall be chosen to properly convey the transmittal guidance.

PSC Trans.....-1 : Prior to submitting on a design or construction phase, **PSC shall select** the current phase from the dropdown. **Note – if many cells have red text, pink backgrounds, an applicable submittal phase was not chosen.**

"PSC Transmittal Guidance" for Design Phases & Construction Phase Submittals
U12345 - Davenport Hall Addition & Remodel - Example
Master Template last updated on: 08/31/2020

Transmittal sheets shall include (**BOLD ITEMS** should appear on each document sheet or plan sheet):

- o Date
- o Design Phase (SD, DD, 50% CD, etc....) or Report of Conceptualization Phase (Draft, 50% Draft, 75% Draft, Final, etc...)
- o U of I recipient name, Planner and/or PM name(s)
- o U of I project number
- o Full project title

DD	"D" Size. if App. Half Size Full Size
SD SD / DD SD / DD / 50%CD DD DD / 50%CD 50% CD 50%CD / 95%CD DD / 50%CD / 95%CD	
Code Compliance: Craig Grant <cpgrant@illinois.edu>	e

Submittal phase needs to be chosen to properly work.

If a not-applicable phase is chosen, an error will appear.

DIRECTIONS: READ DIRECTIONS FILE FIRST. For PSC Reference & Use to aid in submittals.

Notes to user.

<---ECHOED from Tab [A-Info, Phases, Recip

<--- AUTO

<--- Use DROP DOWN to chose applicable de

NOTE: Change selection in merged cell D13 !!!

NOTE: Change selection in merged cell D13 !!!

NOTE: Change selection in merged cell D13 !!!

NOTE: Change selection in merged cell D13 !!!

NOTE: Change selection in merged cell D13 !!!

"PSC Transmittal Guidance" for Design Phases & Construction Phase Submittals U12345 - Davenport Hall Addition & Remodel - Example		
<small>Master Template last updated on: 08/31/2020</small>		
Transmittal sheets shall include (BOLD ITEMS should appear on each document sheet or plan sheet):		
o Date o Design Phase (SD, DD, 50% CD, etc....) or Report of Conceptualization Phase (Draft, 50% Draft, 75% Draft, Final, etc...)	o U of I recipient name, Planner and/or PM name(s) o U of I project number o Full project title	
SD / DD		"D" Size.
<small>Choose design phase for transmittal from drop down</small>		if App.
Recipient	Required products to Deliver	
F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	Choose applicable Phase or Combined Phases	ERROR
Design & Construction Submittal Receiving	Choose applicable Phase or Combined Phases	ERROR
Code Compliance: Craig Grant <cpgrant@illinois.edu>	Choose applicable Phase or Combined Phases	ERROR
Technology Services (CITES) Plant Design: Vince Tutich <vtutich @illinois.edu>	Choose applicable Phase or Combined Phases	ERROR

**"PSC Transmittal Guidance" for Design Phases & Construction Phase Submittals
U12345 - Davenport Hall Addition & Remodel - Example**

Master Template last updated on: 08/31/2020

Transmittal sheets shall include (**BOLD ITEMS** should appear on each document sheet or plan sheet):

- o Date
- o Design Phase (SD, DD, 50% CD, etc....) or Report of Conceptualization Phase (Draft, 50% Draft, 75% Draft, Final, etc...)
- o U of I recipient name, Planner and/or PM name(s)
- o U of I project number
- o Full project title

Closeout		
<i>Choose design phase for transmittal from drop down</i>		
Recipient	Required products to Deliver	"D" Size, if App.
F&S Planner and/or PM: Jane Doe (Planner); John Smith (PM)	-	Half Size
Design & Construction Submittal Receiving	PM,D,DD	Full Size
Code Compliance: Craig Grant <cpgrant@illinois.edu>	-	
Technology Services (CITES) Plant Design: Vince Tutich <vgtutich@illinois.edu>	e, D	Half Size
Technology Services - Service/Project Management Office (formerly CITES CCME) :	e	
Division of Public Safety:	e	
Parking Department:	e	
Project Department(s): Provost Office	-	Half Size
Project College (as applicable): LAS	E,D,PM	Half Size
Other: Campus Historic Preservation Officer	-	Half Size
Email electronics only: INSERT email addresses of recipients	Recipient not applicable	

Key: DD = link to digital download pdf and all native files (cad, word, excel, etc.) D = paper 07a Drawings, E = emailed pdfs, e = backdoor internal access to F&S files, PR = paper 04a Report, PBOD = paper 04a Basis of Design, PC = paper 04b Info / Calcs, PM = paper 06 Project Manual, FB = hard copy 05a & 05b Finishes Binder/Boards and/or FFE Binder

Submittals must conform to the "Project Submittal Requirements"		
Deliverable	Required for this submittal	
	Y/N	format & delivery method to PM / QA
00 - Minimum List of Deliverables	Y	Digital Download of native file and pdf of phase specific tab to PM & Design and Construction Submittal Receiving
01 - Construction Cost Estimate	N	
02 - Project Schedule	N	
03 - Written Response to Comments	N	
04a - Basis of Design (BOD) <i>- Final including All Updates</i>	Y	Printed (upon request) & Digital Download
04b - Project Applicable Information / Calculations <i>- Final</i>	Y	Printed (upon request) & Digital Download
05a - Ext. & Int. Finishes Binder(s)/Finishes Board(s) <i>- Installed - RECORD SET</i>	Y	Printed (upon request) & electronic (photographs) by Digital Download
05b - Furnitures, Fixtures, and Equipment Binder(s) <i>- Installed - RECORD SET</i>	Y	Printed (upon request) & electronic (photographs) by Digital Download
06 - Project Manual <i>- RECORD SET (with Addenda, ASI, Field Directives, and As-Built Red Lines incorporated)</i>	Y	Printed
07a - Drawing Set <i>- RECORD SET (with Addenda, ASI, Field Directives, and As-Built Red Lines incorporated)</i>	Y	Printed
07b - Building Information Model (BIM)	N	
08 - Design Presentation	N	
09 - Illinois State Historic Preservation Office (ISHPO)	N	
30 - O & M's & Systems Manuals (check for full component list in the facility standards)	Y	Printed (upon client request) and digital download
31 - LEED Certification / Documentation	Y	Digital Download
32 - Final Approved Contractor Submittals with Log	Y	Digital Download
33 - Contractor As-Built Drawings and As-Built Project Manual	Y	Scanned and Digital Download

Include a separate transmittal sheet for each applicable recipient with the recipient's name and delivery items highlighted.

With EVERY TRANSMITTAL PRIOR TO THE CONSTRUCTION PHASES, attach the following behind the transmittal sheet for the Planner/PM and Quality Assurance Copies:

- o Printout of TAB [A-Info, Phases, Recip.]
- o Printout of Updated "Closeout Minimum List of Deliverables" Checklist for Phase
- o Updated Excel file of this spreadsheet on the CD