



<b>2.00</b>	<b>Design</b>	
	<b>2.1</b>	<b>Planning Programming Phase</b>
	2.1.1	Planning and Programming Schedule
	2.1.2	Planning Programming Meeting Minutes
	2.1.2.1	Issue Notes
	2.1.3	Planning Programming Drawings
	2.1.4	Planning Programming Specifications
	2.1.5	Planning Programming Budget
	2.1.6	Planning Programming Cost Estimates
	2.1.7	Planning Programming Value Engineering
	<b>2.2</b>	<b>Schematic Design Phase</b>
	2.2.1	Schematic Design Schedule
	2.2.2	Schematic Design Meeting Minutes
	2.2.2.1	Issue Notes
	2.2.3	Schematic Design Drawings
	2.2.4	Schematic Design Specifications
	2.2.5	Schematic Design Budget
	2.2.6	Schematic Design Cost Estimates
	2.2.7	Schematic Design Value Engineering
	<b>2.3</b>	<b>Design Development Phase</b>
	2.3.1	Design Development Schedule
	2.3.2	Design Development Meeting Minutes
	2.3.2.1	Issue Notes
	2.3.3	Design Development Drawings
	2.3.4	Design Development Specifications
	2.3.5	Design Development Budget
	2.3.6	Design Development Cost Estimates
	2.3.7	Design Development Value Engineering
	<b>2.4</b>	<b>Construction Document Phase</b>
	2.4.1	Construction Document Schedule
	2.4.2	Construction Document Meeting Minutes
	2.4.1.1	Issue Notes
	2.4.3	Construction Document Drawings
	2.4.4	Construction Document Specifications
	2.4.5	Construction Document Budget
	2.4.6	Construction Document Cost Estimates
	2.4.7	Construction Document Value Engineering
<b>3.00</b>	<b>Bidding</b>	
	<b>3.1</b>	<b>Bid Calendar</b>
	<b>3.2</b>	<b>Bid Specifications/Bid Drawings (DSA Approved Set)</b>
	<b>3.3</b>	<b>Bid Document Amendments</b>
	<b>3.4</b>	<b>Distribution Records (of Bid Documents)</b>
	<b>3.9</b>	<b>Bid Bonds</b>
	<b>3.1</b>	<b>Bid Results</b>
	<b>3.11</b>	<b>Bid Protest</b>
	<b>3.13</b>	<b>Purchase Orders</b>
	<b>3.14</b>	<b>General Contractor</b>
	3.14.1	Contract/Notice to Proceed/Recycled Material/Finger Printing/Non-Collusion
	3.14.2	Field Instructions
	3.14.3	Change Orders
	3.14.4	Payment Applications
	3.14.5	Correspondence
	3.14.7	Bonds
	3.14.8	Insurance Certificates
	3.14.9	Letter of Intent
	3.14.10	Closeout Packet (Temp)



<b>5.00</b>	<b>Closeout</b>
<b>5.1</b>	<b>Closeout Checklists</b>
<b>5.2</b>	<b>Punchlist Signed-off as Completed by:</b>
5.2.1	Construction Manager
5.2.2	Architect
5.2.3	Maintenance Department (Attached Sign Off)
5.2.4	
<b>5.3</b>	<b>DSA Inspection 99% Signoff Sheet of Occupancy</b>
<b>5.4</b>	<b>Required Documents Letter</b>
<b>5.5</b>	<b>Final Contract Amount Letter</b>
<b>5.6</b>	<b>Change Order Log/Executed Change Orders</b>
<b>5.7</b>	<b>DSA-5 Forms (all parties)</b>
<b>5.8</b>	<b>DSA-6 Forms (all parties)</b>
<b>5.9</b>	<b>ORIGINAL Consent of Surety</b>
<b>5.1</b>	<b>Owner Controlled Insurance Program (OCIP) Form D</b>
<b>5.11</b>	<b>Final Certified Payroll Report/SCC Completion Letter</b>
<b>5.12</b>	<b>Unconditional Waiver (prime &amp; all subcontractors)</b>
<b>5.13</b>	<b>Hard Copy As-builts (transmittals)</b>
<b>5.14</b>	<b>Record Drawings (electronic files)</b>
<b>5.15</b>	<b>Notice of Completion Recorded (complete)</b>
<b>5.16</b>	<b>Notice of Completion Ratified by Board of Trustees (BOT)</b>
<b>5.17</b>	<b>Retention Released</b>
<b>5.18</b>	<b>Final Release of Liens Submitted</b>
<b>5.19</b>	<b>Final Change Order &amp; Field Instruction Logs</b>
<b>5.2</b>	<b>Final Application for Payment Submitted</b>
<b>5.21</b>	<b>Final Budget/Cost Report Logs</b>
<b>5.22</b>	<b>Maintenance Close-out Items</b>
5.22.1	Operations & Maintenance (O&M) Manuals
5.22.2	Guarantees/Warranty Forms
5.22.3	Test, Balance, & Adjusting Reports
5.22.4	Return of Issued Items Returned (Attic Stock)
5.22.5	Training Records
5.22.6	Case Keys (Transmittal to District/Sign Off)
<b>5.23</b>	<b>DSA Closeout</b>
5.23.1	Laboratory Affidavit
5.23.2	DSA-102
5.23.3	Shop Welding Fabrication
5.23.4	Shop Welding
5.23.5	High Strength Bolt Installation
5.23.6	Glulam Fabrication
5.23.7	Manufactured Trusses
5.23.8	Engineer Fill
5.23.9	Bleacher Fabrication
5.23.10	Batch Plant
5.23.11	Auto Sprinkler System DA
5.23.12	Smoke Ventilator DA
5.23.13	Wheelchair Lift DA
5.23.14	Basketball Backstops
5.23.15	Bleacher(s) DA
5.23.16	Access Floor System DA
5.23.17	Skylight DA
5.23.18	Skylights
5.23.19	Caissons
5.23.20	Metal Decking
5.23.21	Structural Inspection
5.23.22	Weight Master Certification
5.23.23	Spray Applied Fireproofing
5.23.24	Structural Steel Shop Drawings DA
5.23.25	Batch Plant Inspections
5.23.26	DSA Approved Change Orders
5.23.27	Grounding
<b>5.24</b>	<b>Miscellaneous Close-out Documents</b>