

**OVERVIEW**

The following section contains a list of the requirements for the provision of As-Built drawings by the A/E team and GC or CM. It also includes a copy of the Facilities Planning & Construction Project Close-Out Checklist.

### **AS-BUILT DRAWINGS**

*The A/E team* is responsible for collecting marked-up field documents, showing constructed and discovered conditions, from the Contractor or Construction Manager. The A/E is required to modify the Construction Documents to incorporate conditions shown on the marked-up field documents, and mark the revised documents “As-Built Documents”. The proper format for As-Built documents is the following:

- CAD files of As-Built Drawings, in AutoCAD 2000 format, with no X-Refs or external links. Files should be on CD-R compact disk, with a printed list of files (file names and common names of drawing or sheet) submitted with the compact disk.
- Electronic files of As-Built Specifications or similar documents, in Microsoft Word format. Files should be on CD-R compact disk, with a printed list of files (file names and common names of document) submitted with the compact disk.
- One set of plotted or printed sheets of As-Built drawings, on mylar (not bond).
- One set of plotted or printed sheets of As-Built drawings, on bond.

*The GC or CM* is required to create and maintain comprehensive, accurate marked-up As-Built field documents, documenting deviations from the Construction Documents and discovered conditions.

### **PROJECT CLOSE-OUT CHECKLIST**

The following pages contain the project close-out checklist that Facilities Planning & Construction project managers use to ensure proper procedure is followed at the end of a job. The A/E team and GC or CM should be aware of their responsibilities and be prepared to expeditiously complete their portions of the listed requirements.