

SECTION 4 EF: ELECTRONIC FILES

GENERAL FILE DIVISION

Latest Update 7-14-11, See underlined text

PART II: PROJECT FILE MANAGEMENT AND ORGANIZATION

1. SCOPE:

- 1.1. This part outlines the requirements for the management and organization non CAD type electronic files for all UM Projects.

2. FILE CONTENTS:

- 2.1. **Project Specifications:** The final project specifications shall include all written revisions to the bid document that resulted from addendums, change bulletins, RFI's, etc.
- 2.2. **Project Studies, Reports, etc.:** Include all fee proposals with the scope of work, studies, reports, mechanical and electrical calculations generated for the project on a CD – R. These files can be in doc, or pdf formats. Each file shall be stored in its own directory by the subject data.
- 2.3. **Project Related Spread Sheets:** Include all spread sheet type documents generated for the project on a CD – R. These files should include hourly rates for fee proposals; cost estimate spread sheets, etc. Each file shall be stored in its own directory by the subject data.

END OF SECTION 4 GENERAL FILES – PART II