Attachment A

SGC Standard File List

01_CLIENT INFO_CONTRACT_LEGAL

- 01_CONTRACT WITH CLIENT
- 02_LEGAL
- 03_FINANCING

02_PRECONSTRUCTION

TBD ***Once a project starts in Ops, Committee to set up files and link to precon.

03_PROJECT_ADMINISTRATION

- 01_PRECONSTRUCTION PERMITS
- 02_CONSTRUCTION PERMITS
- 03_INSURANCE AND BONDING
- 04_PROJECT EXECUTION PLAN
- 05_PROJECT ORGANIZATIONAL CHART
- 06_PROCEDURES AND MANUALS
- 07_STAFF AND DUTIES
- 08_PROJECT SPECIFIC FORM TEMPLATES

04_TRADE_CONTRACTS

Use six digit master format cost code, plus description for each subcontract.

031110 - FORMWORK

- 01_TENDER ANALYSIS AND PREAWARD CORRESPONDENCE
- 02_SUBCONTRACT AND LETTER OF INTENT
- 03_SUBCONTRACT CHANGE ORDERS
- 04_Financial compliance
- 05- Safety Compliance
  - 01_SITE SPECIFIC SAFEY PLAN
  - 02_SAFETY DATA SHEETS
  - 03_TRAINING TICKETS
  - 04_FIELD PAPERWORK (FLHA, JHA, ETC.)
- 06_CORRESPONDENCE

05_CONSTRUCTION CORRESPONDENCE

- 01_GENERAL CORRESPONDENCE
- 02_OWNER CORRESPONDENCE
  - 01_MONTHLY STATUS REPORTS
- 03_PRIME CONSULTANT CORRESPONDENCE
- 04_GEOTECHNICAL CONSULTANT CORRESPONDENCE
- 05_ENVIRONMENTAL CONSULTANT CORRESPONDENCE
- 06_STRUCTURAL CONSULTANT CORRESPONDENCE
- 07_BUILDING ENVELOPE CONSULTANT CORRESPONDENCE
- 08_MECHANICAL CONSULTANT CORRESPONDENCE
- 09_ELECTRICAL CONSULTANT CORRESPONDENCE
- 10_CIVIL CONSULTANT CORRESPONDENCE
- 11_OTHER CORRESPONDENCE

06_CONSTRUCTION DOCUMENTS

- 01_PROJECT SAFETY DOCUMENTS
  - 01_SITE SPECIFIC SAFETY PLAN
  - 02_EQUIPMENT LOGS AND MAINTENANCE RECORDS
  - 03_OHS AND WCB CORRESPONDENCE
  - 04_PERMITS
    - 01_HOT WORKS
    - 02_SAFE WORKS
    - 03_CONFINED SPACE ENTRY
    - 04_AFTER HOURS WORK
  - 05_UTILITY LOCATES
- 02_DRAWINGS AND SPECIFICATIONS
  - Use a subfolder for each new issuance of documents (ex - IFT, IFC, Site Survey, etc.)
  - Intent will be to manage this through a software solution.
  - When sets are replaced, drawings are replaced, move to an archive file…..need Current Set Folder, Archive folder, each archive folder properly named.
- 03_SCHEDULES
  - 01_MASTER SCHEDULES
  - 02_LOOKAHEAD SCHEDULES
- 04_DOCUMENT CONTROL
  - 01_RFIS
  - 02_SITE INSTRUCTIONS
  - 03_SUBMITTALS
    - Use six digit master format cost code, plus description for each submittal.
    - 031110 - Formwork shoring plan
  - 04_CHANGE ORDERS
- 05_TEMPORARY SYSTEMS
  - 01_SHORING DESIGN
  - 02_CRANES AND HOISTS
  - 03_TEMPORARY POWER
  - 04_TEMPORARY HEAT
  - 05_TEMPORARY BUILDINGS AND OFFICES
  - 06_OTHER
- 06_INSPECTIONS, TESTING, AND REPORTS
  - 01_ARCHITECTURAL
  - 02_GEOTECHNICAL
  - 03_ENVIRONMENTAL
  - 04_STRUCTURAL
  - 05_BUILDING ENVELOPPE
    - 01_WATERPROOFING
    - 02_ROOFING
    - 03_OTHER
  - 06_MECHANICAL
  - 07_ELECTRICAL
  - 08_CIVIL
  - 09_MATERIAL TESTING
    - 01_SOIL TESTING
    - 02_CONCRETE TESTING

- 10_CITY INSPECTIONS
- 07_MEETING_MINUTES
  - 01_PROJECT STARTUP MEETINGS
  - 02_OWNER AND CONSULTANT MEETINGS
  - 03_SITE AND SUBTRADE MEETINGS
  - 04_CLOSEOUT MEETINGS
  - 05_OTHER MEETINGS

07_UTILITIES AND SERVICES
- 01_NATURAL GAS
- 02_ELECTRICITY
- 03_WATER AND SEWER
- 04_COMMUNICATIONS
- 05_OTHER

08_PROJECT ACCOUNTING
- 01_MONTHLY COST FORECASTS
- 02_MONTHLY CASH FLOWS
- 03_PROGRESS CLAIMS

09_RISK MANAGEMENT
- 01_RISK REGISTER
- 02_LOST TIME TRACKING
- 03_LESSONS LEARNED

10_QUALITY
- 01_QA-QC FORMS
- 02_DEFICIENCIES AND PUNCHLIST

11_PROJECT CLOSEOUT
- 01_O&M MANUALS
- 02_AS-BUILT DRAWINGS
- 03_COMMISSIONING
- 04_WARRANTY AND MAINTENANCE
- 05_LEGAL SURVEY

12_PROGRESS TRACKING
- 01_DAILY DIARIES
- 02_PROGESS PHOTOS