

## **BG/BGA WRIGHT COLLEGE MASTER FILE INDEX**

### **1. CONTRACT CORRESPONDENCE FILE:**

- A. Reading File-All incoming originals
- B. Reading File-All outgoing copies
- C. Owner File-All incoming
- D. Owner File-All outgoing
- E. Owner Approvals
- F. Transmittals-All outgoing
- G. Transmittals-All incoming
- H. Contract (owner, partner, consultants, BGA) and Contract Correspondence
- I. Legal
- J. Interoffice Memos and Minutes of BGA meetings
- K. Insurance - BGA Only
- L. Public relations/press release
- M. Project Insurances
- N. Travel Record
- O. BGA organization chart
- P. Pre-contract submissions, correspondence, minutes and notes

### **2. DESIGN FILE:**

- A. Land
  - 1. Acquisition Correspondence
  - 2. Acquisition Contracts
  - 3. Legal Correspondence
  - 4. Zoning Correspondence, Calculation, Applications
  - 5. General Information and correspondence
  - 6. Engineering Information, Land Data, and Correspondence
- B. Financial
  - 1. Feasibility of Market Studies by Name
  - 2. Cost Estimates by Estimator Name
  - 3. Correspondence by Name of bank of other
  - 4. Forms Executed
  - 5. Budget
- C. BGA Preliminary
  - 1. Design Program
  - 2. Code Studies
  - 3. Correspondence
  - 4. Owner's Design correspondence and minutes of meetings
  - 5. BGA Design Memos and minutes of design meetings
  - 6. Research and Design Reports by Name of Subject
  - 7. Specification Notes and Memos

D. Public Agencies and Committees:

1. Agencies by Name - correspondence, reports, notes
2. Committees by Name - correspondence, reports, notes
3. All Approvals (copies in separate agency files)
4. Agencies Index File
5. Environmental Impact Study

3. BGA PRODUCTION DOCUMENTS:

A. BGA controls

1. Schedule, Manpower and Budget
2. CPM Forms, Production Reports, Production Charts
3. Payroll Reports for Total Job Design
4. BGA "Change Advice" forms
5. Owner's and BGA's Design Changes

B. Planning

C. Design Documents

1. Minutes of Owner's Meetings
2. Minutes of Consultants Meetings and Consultant Design Correspondence by Name
3. Design Approvals
4. Engineering Manual – Structural
5. Engineering Manual – Mechanical
6. Engineering Manual – Electrical
7. Engineering Manual – Civil
8. Engineering Manual – Plumbing and Fire Protection

4. CONSTRUCTION:

A. Bidding

1. Bidder's List Approval and Invitations
2. Bid Analysis by Each Bid
3. Bid Advertisements
4. Plan Issue File, Plan Deposit, Bid Correspondence
5. Contractor's Request for Plans
6. Bid Award (cross reference file)
7. Tenant Contract and Correspondence

B. Construction

1. Contractor's Contracts by Name
2. Contractor's Correspondence
3. Contractor's Schedules by Name
4. Contractor Payment Files by Subject
5. Certificates of Payment by BGA
6. Contractor's Problem Files by subject
7. Change Order Request by Contract
8. Change Order Issued by Contract
9. Cash Flow Reports by Contract
10. Cash Flow Reports by Summary

11. Progress Reports by Contract
12. Daily Observation Reports by BGA
13. Insurance Certificates by Contract
14. Testing Reports by Contract
15. Field Orders by Contract
16. Shop Drawing Reports
17. Minutes of Meetings by Contract
18. Progress Photos
19. Operations Manuals by Contract
20. Contractor Claims by Contract
21. Guarantee Correspondence by Contract
22. As Built Record
23. Punch Lists
24. Clarification Request
25. Clarification Request by BGA
26. Clarification Request by Others by Name