CONSTRUCTION DOCUMENTATION TRACKER

PROJECT NAME

PRIMARY CONTRACTOR

PROJECT MANAGER

PROJECT NO.

ARCHITECT

CONTRACT NO.

	SPEC.	DEQUERTED BY	QUANTITY	DATE	DATE			DATE	
REQUIRED DOCUMENTATION	REFERENCE	REQUESTED BY	NEEDED	REQUESTED	NEEDED	ASSIGNED TO	RECEIVED	RECEIVED	LOCATION
PRIOR TO PRE-CONSTRUCTION MEETING									
Drawings									
Specifications									
Contract Documentation									
Overall Project Schedule									
PRIOR TO BEGINNING WORK									
Submittals									
Requests to Sublet									
Building Permits									
Requests for Approval of Materials									
Equipment lists									
WEEKLY BASIS									
Weekly Project Schedule									
Daily/Weekly Inspection Reports									
Weekly Payroll Reports									
Weekly Status Meeting Minutes									

REQUIRED DOCUMENTATION	SPEC. REFERENCE	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE RECEIVED	LOCATION
MONTHLY BASIS									
Progress Payment Documentation									
Monthly Project Schedule									
PRIOR TO PROJECT COMPLETION									
Punch lists									
PRIOR TO FINAL ACCEPTANCE									
Final Inspection Reports									
As-builts									
Progress photos									
ONGOING									
Purchasing documents									
Accident reports									
Requests for Information									
Change order paperwork									
Communication records – phone, e- mail, memos, letters									
Transmittals									

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