CONSTRUCTION DOCUMENTATION TRACKER									Try Smartsheet for FREE		
PROJECT NAME						PROJECT MANAGER					
PRIMARY CONTRACTOR					1	PROJECT NO.					
ARCHITECT						CONTRACT NO.					
	4550			D. 4.55				2.455			
REQUIRED DOCUMENTATION	SPEC. REFERENCE	REQUESTED BY	QUANTITY NEEDED	DATE REQUESTED	DATE NEEDED	ASSIGNED TO	RECEIVED	DATE 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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