

Proposal No. 605311-128035



Design Build Document Control - Minimum Metadata Requirement Fields

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Document Type																		
Correspondence																		
Letters	Letter Date	Letter No	Contract No	District	Fed Aid No	Functional Group	Project Name	Reference	Subject	Attach letter	Letter Purpose	Response Due Date	Response Letter					
Transmittals	Transmittal Date	Transmittal Number	To	From	Subject	Purpose	Delivery Method	Copy to	Quantity	Submittal No	Submittal Title	Revision	Remarks	Required Response Date	Contract No	District	Functional Group	Transmittal Generated Outside of System
Drawing Control Logs																		
Issued for Construction Drawing Log	Type	Name	Drawing No	Revision	Revision Date	Drawing Description	Remarks	Referenced RFIs	Referenced NCR	Feature of Work	Feature of Work Details	Discipline	Designer	Designer of Record	Transmittal No.	District	Functional Group	
Approved Shop Drawing Log	Type	Name	Drawing No	Revision	Revision Date	Drawing Description	Remarks	Referenced RFIs	Referenced NCR	Feature of Work	Feature of Work Details	Discipline	Designer	Designer of Record	Transmittal No.	District	Functional Group	
As-Built Drawing Log	Type	Name	Drawing No	Revision	Revision Date	Drawing Description	Remarks	Referenced RFIs	Referenced EWOs	Feature of Work	Feature of Work Details	Discipline	Designer	Designer of Record	Transmittal No.	District	functional Group	
NCRs																		
NCR Fabricator Initiated	NCR No	NCR Date	Contract Name	Contract No	Contractor	Subcontractor	Subject of NCR	Requirements	Nonconformance	Referenced Drawing	Referenced Spec	Photos	Initiated By	Initiated Date	Initiator's Signature	Date	NCR Type	NCR Status
NCR Field Initiated	NCR No	NCR Date	Contract Name	Contract No	Contractor	Subcontractor	Subject of NCR	Requirements	Nonconformance	Reference Drawing	Referenced Spec	Photos	Initiated By	Initiated Date	Initiator's Signature	Date	NCR Type	NCR Status
RFIs																		
RFI (For Action)	RFI No	Date Submitted	Required Response Date	File Ref	Contract No	Status	RFI Type	RFI Group	Prepared by	Contractor	To	District	RFI Subject	Description	Justification	Referenced Drawings	Referenced Specs	Referenced Submittals
RFI (For Information only)	RFI No	RFI Title	RFI Date	Originator	Referenced Drawings	Referenced Specs	Referenced Submittals											
Submittals																		
Submittals	Name of Submittal	Submittal Type	Review Group	Status of Submittal	Created/ Created by	Submittal Number	Submittal Date	Response Due Date	Incoming DBE Transmittal Number	Revision Initial	Review Due Date	Actual Response Date	District					
Other Documents (as required)																		
As Required	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer	As Required by the Engineer
● Auto-filled ● Drop down List																		