

APPENDIX 7 I

Board of Regents of the University System of Georgia

Final Construction Documents Submittal Checklist
for use by the Design Professional (DP), the Campus (C)
and the Board of Regents Facilities Office (BOR)

1. Final CD Submittal to Campus - Include each of the following documents under Item 1 to the representative of the Campus (4 copies each unless otherwise noted):

Item	DP	C	BOR	Complete	Task
1A	X				Construction Documents, including drawings & specifications.

1B

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Item	DP	C	BOR	Complete	Task
1Q	X				Letter of approval from Agency reviewing Risk Management / State Self Insurance Requirements.
1R	X				Letter of approval from appropriate office(s) of Dept. of Human Resources for food service, swimming pools, medical service or sewerage disposal facilities.
1S	X				Certificate of Need for Medical Facilities from the State Health Planning Association.
1T	X				Letter from the Vice Chancellor for Facilities approving the Design Professional's request to restrict use of specific items to less than 3 manufacturers.

2. Final CD Submittal to BOR by Campus - Include each of the following documents under Item 2 to the BOR Program Manager (2 copies each unless otherwise noted):

Item	DP	C	BOR
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3. Final CD Submittal for BOR projects received by the BOR Facilities Office - Include each of the following procedures under item 3:

Item	DP	C	BOR	Complete	Task
3A			X		Assure that all required documents are received and in order.
3B			X		If not included as part of the 100% review letter, issue a letter authorizing the Campus and the Design Professional to solicit Bids.

4. Final CD Submittal for GSFIC projects received by the BOR Facilities Office for transmittal to GSFIC - Include each of the following documents under Item 4 to GSFIC (1 copy each unless otherwise noted):

Item	DP	C	BOR	Complete	Task
4A			X		Letter of transmittal signed by the Vice Chancellor to GSFIC including: 1. Itemized list of documents transmitted, 2. Name of BOR Program Manager. 3. A statement that certifies that all requirements of paragraphs 3 (a), (b), and (c) of the letter of December 21, 1964 have been met, with the following exceptions: (List name and telephone number for each utility company to be contacted.)
4B			X		Items submitted by the Design Professional and Campus and listed in this checklist (items 1 and 2 above).
4C			X		Project Budget Sheet, as currently approved.
4D			X		Design Professional's original Contract & Amendment(s).
4E			X		Memo from Dept. of Law clearing project site.
4F			X		Attorney's Certificate of Title and Plat of Boundary Survey.
4G			X		Affidavit by the Vice Chancellor for Facilities for condition of title to the property. See App. 7L.
4H			X		Assignment of Architectural Contract signed by the Vice Chancellor for Facilities. See App. 7K.
4I			X		Articles of Representation signed by the Vice Chancellor for Facilities. See App. 7M.