

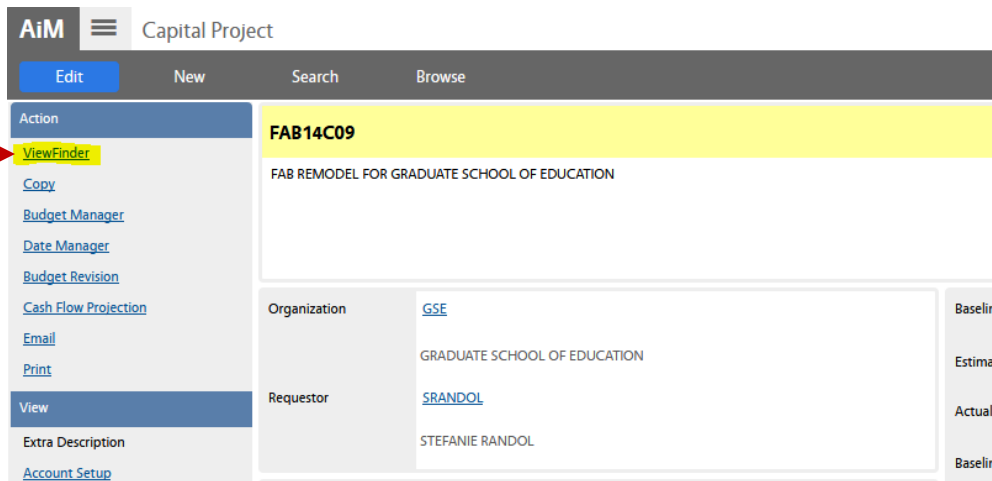
Step-by-Step Guide to Archiving an Electronic Project Documents

Quick Reference Guide:

1. Record starting time & date
2. Download documents from AiM
3. Run 'Exactly' application and save backup to AIPs folder
4. Move project folder from OPEN to ARCHIVED, re-arrange and normalize folders/files
5. Run DROID and save as CSV in project folder as "Metadata_<projectCode>"
6. Transform DROID data into Accession information and copy into "Submit_Records_Form"
7. Fill in all fields in "Submit_Records_Form", re-name it "Accession-Record_<projectCode>", save it to the project folder, save a second copy as "<accessionNo.>_<projectCode>_<projectDescription>" in the Accessions folder
8. Stop recording time and save into an AiM timecard at the end of the day.

In-depth Guide:

1. Record the time and date you start working on the project
2. Navigate to the project in the Capital Projects module of AiM and select 'ViewFinder'



- a) Choose Documents where it says 'Transactions | Documents'
- b) Use 'Screens' to download the individual types of documents

AiM ViewFinder

← Back Download

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FAB REMODEL FOR GRADUATE SCHOOL OF EDUCATION

Thumbnail Title

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Transactions Documents

Tag Filter

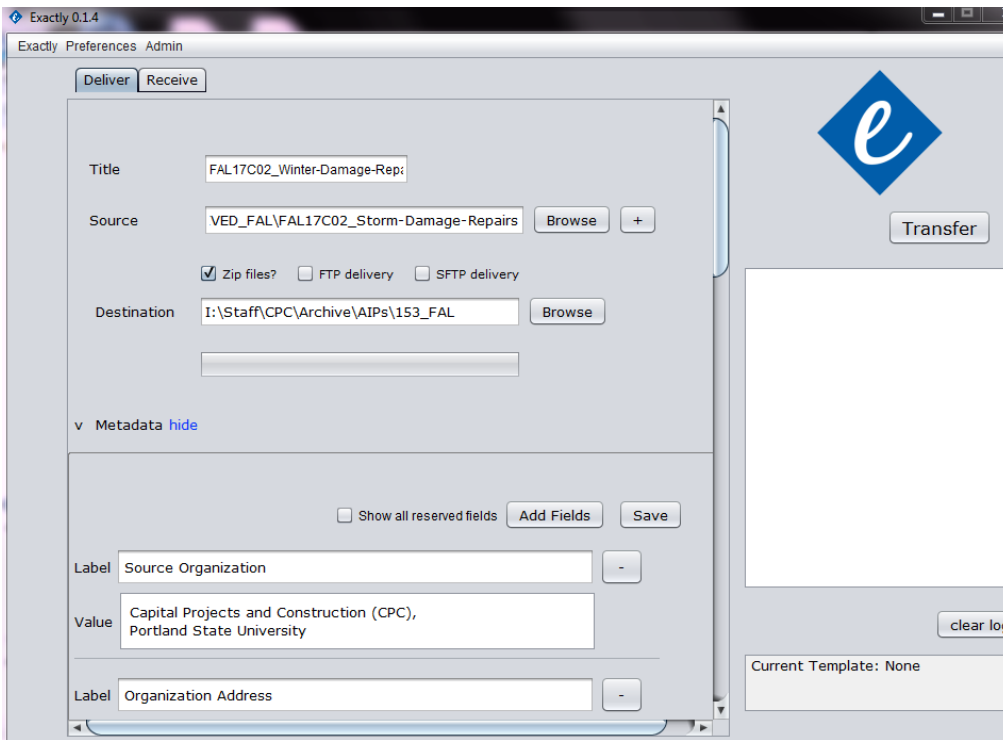
Screens

Capital Project	7
Budget Revision	2
Consultant Contract	17
Amendment	8
Consultant Invoice	17
Construction Contract	16
Construction Change Order	13
Payment Application	13
Submittal	30
Architect Supplemental Instructions	21
Request For Information	91
Construction Change Proposal	236
Direct Expense	77
Meeting Minutes	37
Purchase Order	1

Document Type

AIM:DOCUMENT	21
GENERAL	160
IMAGES	1

- c) Create a new folder in your project called 'AiM-Doc-Dump'
 - d) Extract all files .zip folder(s) that download from AiM to 'AiM-Doc-Dump'
 - i) AiM uses different nomenclature then the Standard Project File. See Appendix 2 for a general crosswalk.
3. Open Exactly program: "I:\Staff\Facilities\Dwgs\Archives-Software\Exactly-0.1.4\exactly.jar"



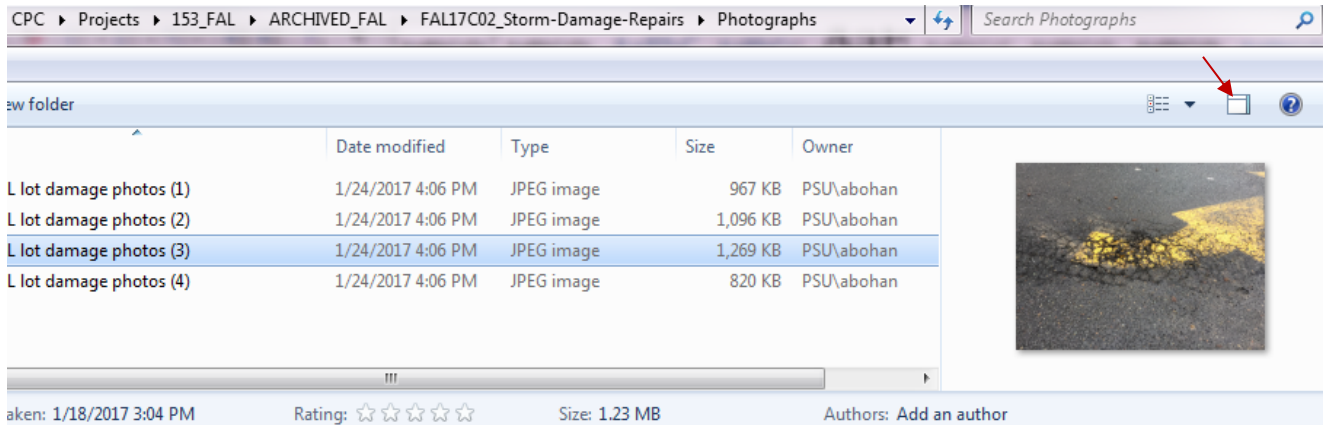
- a) Enter Title as 'ProjectCode_ProjectDescription'
 - b) Source = the current I-Drive location
 - c) Mark the 'Zip files?' box with a checkmark.
 - d) Destination = Building location in 'AIPs' folder (I:\Staff\CPC\Archive\AIPs). Create a new building folder if it does not already exist.
 - e) Expand Metadata by clicking 'show' where it says ">Metadata show". There should be a pre-defined list of Labels which have been populated with old project information some of which stays the same and some changes. Change the following fields:
 - i) Contact Name = Project Manager (Employee in AiM)
 - ii) Contact Email = Employee name in AiM + @pdx.edu
 - iii) External Description = AiM Description
 - iv) External Identifier = AiM Code (i.e. Capital Project code/number)
 - v) Internal Sender Identifier = Your name
 - vi) Internal Sender Description = Your job title
 - vii) Extent = current File, Folder & Size counts on I-Drive (i.e. Right Click on Project File & select Properties)
 - viii) Budget = Total Budget in AiM
 - ix) Bond funded? = Go to 'Account Setup' in AiM and look for any Accounts that include "BOND" or "LOTTERY" in the name. If these are present pick 'Yes', if not pick 'No'.
 - x) AECA Accession Number = the next number in the sequence of Archives Accession numbers starting with the current year (i.e. 2017.001, 2017.002, [...], 2017.323, etc.) The comprehensive list of Accessions can be found here: I:\Staff\Facilities\Shared\Archive\Accessions\Completed Submitted Records Forms\Excel copies
 - f) Choose Save
 - g) Choose Transfer
4. Move the Project Folder from OPEN to ARCHIVED and rename as ProjectCode_Description-of-Project. Replace all spaces in description with dash-marks ('-') and separate code and description with an underscore ('_').

a) Description-of-Project does not need to follow the AiM description especially if the AiM version is unclear (e.g. “Miscellaneous Projects”), but should be both comprehensive and concise. Where appropriate lead with the room/floor location.

i) Example: NHX19C01_Floor-3—Corridor-&-Classroom-Upgrades

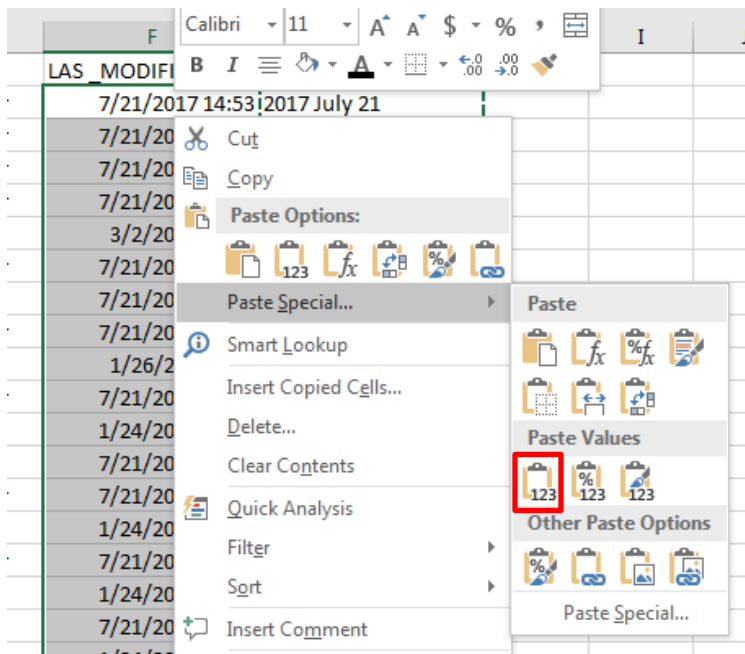
5. Begin arranging and weeding files as needed. Typical activities include:

- The Preview Pane in Windows Explorer is your ally in accomplishing this quickly. Use it to preview documents without needing to open them. Consult with Archivist for configuration.



- Move all Files in ‘AiM-Doc-Dump’ to their correct locations (e.g. AiM’s Payment Applications, Direct Expenses, & Consultant Invoices to the project’s Invoices folder)
- Run Remove Empty Directories – “I:\Staff\Facilities\Dwgs\Archives-Software\Remove-Empty-Directories_weeding\RED2.exe”
 - Deletes any pre-existing empty directories. Useful in larger projects.
- Remove redundant names such as PSU, the name and acronym of the building, or long repetitive project descriptions.
- Rearrange, normalize or re-name long lists of documents so that like goes with like and documents lineup correctly
 - Example: Meeting Minutes, Jan 2017.doc
Minutes_052616.rtf
102616-meeting.pdf
...might become...
2017-01-12_Minutes.pdf
2016-05-26_Minutes.pdf
2016-10-26_Minutes.pdf
 - When useful, normalize dates to conform to ‘yyyy-mm-dd’ standard
 - ReNamer application is helpful when converting many documents – “I:\Staff\Facilities\Dwgs\Archives-Software\Renamer_namingUtility\ReNamer.exe”
 - Add like Files/Folders with like Files/Folders (e.g. ‘Design’ Folder containing ‘Concept-Drawings’, ‘Design-Development’, and ‘90% DD’)
- Ideally, a Folder contains either Files or Folders. If a Folder contains a mix of Files and Folders make new Folders for the Files, or remove files from sub-folders into a single parent folder.
- Move Files related to money into a sub-folder of the ‘Finance’ ‘folder. Examples of these include: contracts/agreements/change orders, estimates, budgets, payment applications/invoices, etc. Most or all of the Files from AiM-Doc-Dump will end up in the ‘Finance’ ‘folder.

6. Once arrangement is complete, run DROID on the project in the ARCHIVED directory:
 - “I:\Staff\Facilities\Dwgs\Archives-Software\DROID-6.3_metadata\droid-ui-6.3.jar”
 - a) Select ‘Add’ and navigate to the appropriate director in Accession/Project AIPs and hit OK
 - b) Select ‘Start’ and wait until DROID has finished its analysis
 - c) Select ‘Export’
 - i) Choose the correct project using all of the default settings and click ‘Export profiles...’
 - ii) Navigate to the project in ARCHIVED
 - iii) Name the export as ‘Metadata _<ProjectCode>’
 - iv) Change ‘Files of type:’ to Comma separated values (*.csv) and Save
7. Create a New Blank Spreadsheet and copy the data from ‘Metadata _<ProjectCode>.csv’ into it.
 - a) Add a Filter to the column field-names in Excel
 - i) Select the top row, choose Data from the Ribbon, and selecting ‘Filter’ in the Sort & Filter group
 - ii) Using the filter for the FILE_PATH column, select the ‘Sort A to Z’ option
 - b) Delete all of the columns from the new spreadsheet except these six: ID, PARENT, URI, FILE_PATH, TYPE, LAST_MODIFIED
 - c) Select the whole LAST_MODIFIED column
 - i) Use Find & Replace (CTRL+F) and replace T with a blank space
 - ii) Convert LAST_MODIFIED column to Text by using the Column to its right (i.e. G) and enter this formula: =TEXT(F2, “YYYY MMMM DD”). Drag the formula down the whole column with the handlebar. Copy and paste column G into column F using the ‘Paste Special...’ option (right-click or the drop down displayed in Ctrl+V) select ‘Values (V)’ under ‘Paste Values’).



- iii) Delete the formula information from column G.
- iv) Find and Replace today’s date with a blank cell from column F. Include additional dates you been have working on the Project Files such as when you downloaded the AiM-Doc-Dump Files. Doing this removes inadvertent confusion when assigning dates.
 - (1) To resolve any discrepancies between ‘Date modified’ column, a date in the file title, or dates on the actual document(s) default to the date on the actual documents, then the file title, then ‘Date modified’.

- d) Find and Replace FILE_PATH
 - i) Replace 'I:\Staff\CPC\Projects\202_LH\LH_ARCHIVED\ - ii) Next, replace ' ' with a blank space
 - iii) Then, replace all double-spaces ' ' with ' - ' (i.e. space dash space)
 - iv) Replace '_' with ' - ' (i.e. space dash space)
 - v) Replace '\' with ' - ' (i.e. space dash space)
 - vi) Replace all remaining double-spaces with a single-space
- e) Begin identifying Files with Folders inside them by using TYPE, FILE_PATH and the actual project directory.
 - i) Folder Rows with Sub-Folders but no Files are deleted from the spreadsheet.
 - ii) Gather the date or date ranges for all the Files in a Folder and enter it into LAST_MODIFIED as *one* of the following:
 - (1) A single document(s) with the same date: YYYY MMMM DD (e.g. 2016 June 20)
 - (2) Multiple documents from a single year: YYYY MMMM-MMMM (e.g. 2016 June or 2016 January-December)
 - (3) Documents from multiple years: YYYY-MMMM (2015-2016)
 - (4) NOTE: LAST_MODIFIED dates and some File names can often help you figure out date ranges
 - iii) In the empty column to the right of LAST_MODIFIED list the name(s) of the people or organizations responsible for creating the document(s). This can be found by previewing the document in Windows File Explorer's Preview Pane or sometimes in the File or Folder names.
 - (1) When there are multiple contractors and consultants represented in the Files separate them with a semi-colon (e.g. Fortis; Howard S. Wright; PSU-Charles Carlton).
 - (2) When CPC was the principal creator use the project manager's name as: 'PSU-<FirstName LastName>
 - (3) Spell out all names. If a name has a common abbreviation include it at the end of the spelled out name in parentheses. Examples: Zimmer Gunsul Frasca (ZGF); City of Portland (CoP).
 - (4) Do not include corporate suffixes (e.g. Inc., Ltd., Corp., Assoc., & Associates, etc.)
 - iv) The empty column to the right of the File Creator(s) is for Contract code numbers and Permit code numbers. These can be found respectively on each individual Contract and Permit. No other document beyond contracts and permits uses this column.
 - v) Once you have a Folder's aggregate information (i.e. date range, creators, contract code, etc.) delete the Files from the spreadsheet until you have a list of just Folders.
 - (1) NOTE: Sometimes a folder has many different kinds of documents inside it. When this is the case you can briefly describe them in the Folder row. So, a Permits folder may contain the Building Permit, Facility Permit Plan Intake Form, Permit Set drawings, FPP Structural Checksheets, Structural Calculations, Facility Permit Program Inspection Record, etc.. You could change the Permits folder to something like "Permit – Building permit, Inspection Record, Permit drawings, special inspection checks, structural calculations"
- 8. Prepare the DROID data to be copied into the 'Submit_Records_Form'
 - a) Change the data in ID and PARENT columns to building acronym and block number respectively
 - b) Delete the TYPE Column
 - c) Between LAS_MODIFIED and the 'file creator(s)' information insert the Project Code
 - d) Leave a blank column to the right of the Contract/Permit codes (should be Column I now)
 - e) Insert '1010' to the right of the blank column
 - f) Cut and Paste URI to the right of the '1010' column

	A	B	C	D	E	F	G	H	I	J	K	L
1	ID	PAREN	FILE_PATH	LAS_MODIFIED						URI		
2	FAL	153	Storm Damage Rep	2017 March	FAL17C02	PSU-Anthony Bohan			1010	file://I:/Staff/CPC/Projects/15:		
3	FAL	153	Storm Damage Rep	2017 January 26	FAL17C02	PSU-Anthony Bohan			1010	file://I:/Staff/CPC/Projects/15:		
4	FAL	153	Storm Damage Rep	2017 January 31	FAL17C02	Weitman Excavation	CC17PIA0924		1010	file://I:/Staff/CPC/Projects/15:		
5	FAL	153	Storm Damage Rep	2017 January	FAL17C02	Weitman Excavation			1010	file://I:/Staff/CPC/Projects/15:		
6	FAL	153	Storm Damage Rep	2017 January 24	FAL17C02	PSU-Anthony Bohan			1010	file://I:/Staff/CPC/Projects/15:		
7	FAL	153	Storm Damage Rep	2017 January 24	FAL17C02	PSU-Anthony Bohan			1010	file://I:/Staff/CPC/Projects/15:		

9. Copy the DROID data into the 'Submit_Records_Form' spreadsheet again using 'Values (V)' under 'Paste Values'.
 - a) Save the 'Submit_Records_Form' as 'Access-Record_<ProjectCode>'.
 - b) 'Box No.' column is always 1010 for electronic files (physical records are assigned unique box numbers).
 - c) Guide to filling in the top (light blue) section:
 - i) Contact Information
 - (1) Shipment Preparer = Your name
 - (2) Date of Preparation = The date you finished entering all data in the Submit_Records_Form
 - (3) PSU Creator = For CPC projects this is the Project Manager
 - ii) Accession Information
 - (1) Project Name(s) = The Description listed in AiM
 - (2) Project Code(s) = The project code(s). When multiple codes exist separate with a semi-colon
 - (3) Department = Use dropdown list, but it's usually "Capital Projects and Construction"
 - (4) Date Span = The inclusive span in years of all documents (e.g. 2015-2018). For projects finished in a single year use a single year (e.g. 2017).
 - iii) Submittal Description - Always begins with "<ProjectCode> - " and ends with "Budget <Total Budget as recorded in AiM> <'BOND' or 'NOT Bond'> funded" (e.g. "Budget \$12,430.00 NOT Bond funded"). Between this first and last sentence is a succinct description of the work that took place. One of the easiest and best places to find such descriptions are in the various Impact Notices or on the design drawings.
 - iv) Archives Use Only
 - (1) Accession No. = The same Accession Number you used in the Exactly transfer
 - (2) Date Received = The date the project was assigned to you for archiving
 - (3) Final Extent = Right click on the final archived project folder in the I-Drive, select properties and records as '<##> files, <##> folders (<##> <MB/GB/KB>)' (e.g. '13 files, 8 folders (7.03 MB)')

Archives of Capital Projects & Construction - Records Submittal

Updated June 23, 2017

Contact Information

Shipment Preparer: Bryce Henry
Date of Preparation: July 21, 2017
PSU Creator: Anthony Bohan

Accession Information

Project Name(s): FAL Repairs from Snow
Project Code(s): FAL17C02
Department(s): Capital Projects and Construction
Date Span: 2017

Submittal Description

FAL17C02 - Repairs from 2017 winter storm. Budget \$12,430.00 NOT Bond funded.

Archives Use Only

Accession No.: 2017.139
Date Received: July 12, 2017
Final Extent: 13 files, 8 folders (7.03 MB)

Building Acronym	Block Number	File Title	Date Range	Project No.	File Creator(s)	Contract/ Invoice/ Permit No.	Retention Length in Years	Box No.	Electronic Files' Location on I-Drive
FAL	153	Storm Damage Repairs - Finance - Budget approvals	2017 March	FAL17C02	PSU-Anthony Bohan		6	1010	file:/I:/Staff/CPC/Projects/153_FAL/ARCHIVE_FAL/FAL17C02_Storm-Damage-Repairs/Finance/Budget-&Approvals/
FAL	153	Storm Damage Repairs - Finance - Estimate	2017 January 26	FAL17C02	PSU-Anthony Bohan		6	1010	file:/I:/Staff/CPC/Projects/153_FAL/ARCHIVE_FAL/FAL17C02_Storm-Damage-Repairs/Finance/Estimates/
FAL	153	Storm Damage Repairs - Finance - Invoice	2017 January 31	FAL17C02	Weitman Excavation		6	1010	file:/I:/Staff/CPC/Projects/153_FAL/ARCHIVE_FAL/FAL17C02_Storm-Damage-Repairs/Finance/Invoices/
FAL	153	Storm Damage Repairs - Finance - Proposal	2017 January	FAL17C02	Weitman Excavation		6	1010	file:/I:/Staff/CPC/Projects/153_FAL/ARCHIVE_FAL/FAL17C02_Storm-Damage-Repairs/Finance/Proposals/
FAL	153	Storm Damage Repairs - Logistics & Safety - Impact Notices	2017 January 24	FAL17C02	PSU-Anthony Bohan		6	1010	file:/I:/Staff/CPC/Projects/153_FAL/ARCHIVE_FAL/FAL17C02_Storm-Damage-Repairs/Logistics-&Safety/Impact-Notices/
FAL	153	Storm Damage Repairs - Photographs - Damages	2017 January 24	FAL17C02	PSU-Anthony Bohan		6	1010	file:/I:/Staff/CPC/Projects/153_FAL/ARCHIVE_FAL/FAL17C02_Storm-Damage-Repairs/Photographs/

10. Record when you stopped working on a project.

Appendix 1: Standard Project Filing Plan

Small & Medium Size Projects

Typically includes two or more of the following folders and occasionally some from the Large Project Folder. NOTE: Comments and helpful hints to using the folder hierarchy are in parentheses '()'. Items in angle brackets '<>' denote new folder(s) unique to the project.

- Correspondence (typically email)
- Design (use existing structure of 'Design' folder as much as possible)
- Finance
 - Budget-&-Approvals
 - Contracts
 - <sub-divided by work performed>
 - Estimates
 - Invoices
 - Proposals (non-RFP/RFQ/ITB only)
 - RFP (substitute RFQ or ITB as appropriate)
 - <sub-divided by work performed as per Contracts for projects with multiple RFPs>
- Meetings
- O&Ms-&-Closeout
 - Air-&-Water-Balancing
 - ASIs
 - Commissioning
 - O&Ms
 - RFIs
 - Substantial-Completion
 - Warranties
- Permits
- Photographs
- Record-Drawings
- Inspections-&-Testing
 - Abatement (If lead & asbestos abatement has occurred, file them separately in sub-sub-folders)
 - Special-Inspections
 - Studies
- Safety-&-Logistics
 - Impact-Notices
 - Issues
 - Key-Requests
 - Punch-Lists
 - Safety
 - Schedules
 - Signage
- Submittals
 - Structural-Calculations

Large Project Folder Hierarchy

Due to the complexity of Large Projects consult with the archivist before filing unforeseen record types.

- Artwork
 - Contracts
 - Submittals
 - Proposals
- Correspondence
- Design (use existing structure of 'Design' folder as much as possible)
 - Programming
 - Schematic Design
 - Design Development
 - Construction Documents
 - Permit Set
 - Bid Set
 - Review Packages
 - Mechanical
 - Electrical
 - Plumbing
 - Structural
- Finance
 - Budget-&-Approvals
 - Contracts
 - <sub-divided by work performed>
 - Changes
 - Insurance
 - Retention-Releases
 - Estimates
 - <grants, donations or cost incentive programs> (Create a folder named after the program, such as 'Energy-Trust-of-Oregon')
 - Invoices
 - Proposals (non-RFP/ITB)
 - RFP (substitute RFQ or ITB as appropriate) < For projects with multiple RFPs: sub-divide by work performed as per Contracts>
 - Issued-RFP
 - Addenda
 - Advertisements
 - Appendices
 - Evaluations
 - Bid-Proposals
- Inspections-&-Testing
 - Abatement (If lead & asbestos abatement has occurred, file them separately in sub-sub-folders)
 - Air-Sampling
 - Site-Visits (includes field reports and site observations)
 - Special-Inspections
 - Studies

- Meetings
- O&Ms-&-Closeout
 - Air-&-Water-Balancing
 - ASIs
 - LEED
 - Commissioning
 - O&Ms
 - Public-Relations-&-Press
 - RFIs
 - Substantial-Completion
 - Warranties
- Permits (sub-folders should be created for each different permit number)
 - Building
 - Design-Review (includes Land Use Reviews)
 - Electrical
 - Fire Sprinklers
 - Mechanical
 - Plumbing
 - Other-Approvals
- Photographs
 - Events [tours, ceremonies, groundbreaking, etc]
 - Equipment-&-Systems
 - Existing-Conditions
 - Final-Completion
 - Progress
- Record drawings
 - Specifications
 - Plans [PDFs]
 - ACAD
- Safety-&-Logistics
 - Crane-Pick
 - Directories-&-Contacts
 - Impact-Notices
 - Issues
 - Key-Requests
 - Punch-Lists
 - Safety (includes Safety Plans and Methods of Procedure (MOPs))
 - Schedules
 - Signage
- Submittals
 - Structural-Calculations
 - <sub divided by Specification Section or type of equipment/product>

Folder Series Descriptions

A work in progress...

Typically part of \$1 million+ capital construction projects. Treat as a tiny sub-project. The documents related to designing artwork could include meetings, photographs, submittals, and other documents. Contracts and other financial documentation should related to the art should all be filed here.

Correspondence

Generally comprised of Email records. Occasionally items such as general memos or transmittal coversheets that do not seem to belong elsewhere can be assigned here.

Preferred formats for email = MBOX or EML.

Record-Drawings

May or may not be stamped or otherwise named as 'record drawing' or 'as-built'. Include the latest complete set of project drawings and specifications from all trades (i.e. architectural, mechanical, electrical, plumbing, structural, etc.) in both PDF and CAD form. In-house designers may need to be asked for their stamp to be added to the latest drawings (e-stamp & signature are fine). If they are not immediately called out as 'record drawings' these can often be found in the Design folder (when extant), folders related to trades (MEP, structural, etc.), called 'Latest-drawings', and other places. Always check with the Project Manager to ensure that the assembled Record-Drawings are complete and accurate.

Design

The Design folder is often one of the largest folders in a project and includes everything related to creating the plans from the initial concepts up to (but excluding) the record drawings. While this obviously includes the various iterations of plan, it also includes support documentation including:

Notes; Sketches; Specifications; Space planning; Programming; Schematic Design; Design Development; Construction Set; Permit Set; Bid Set; Review Package(s); Non-submittal product research; and more.

Design often involves coordination with other disciplines and so non-financial documents related to structural engineering; mechanical; electrical and plumbing can be placed here. Loose non-Record Drawing CAD documents also belong in the Design series.

Within a pre-existing 'Design' folder it is usually necessary to pull out a few folders from Design and re-file them more appropriately. Commonly encountered examples include Finance documents (estimates, budgets, etc.), Meeting minutes, Permits, and Photographs.

NOTE: ASIs and RFIs should be relocated to the 'O&Ms-&-Closeout' folder. This is primarily due to convenience since they possess a different retention schedule than most of the rest of the Design folder (i.e. Life of Asset vs. 10 years).

Finance

Everything related to money. There are never documents within the Finance folder itself; it is only a convenient vehicle for folders related to estimating; requesting; receiving; distributing and spending money on a project. Finance sub-folders are mainly populated by documents uploaded to AiM though very often a project folder will include additional documentation related to finance (some of which is unnecessarily duplicative).

Projects may include multiple RFPs and Contracts. When more than one contract (or Task Order) is present, create multiple folders divided by type of work performed. Typically the type of work is recorded in the contract's file name (e.g. "Firestop Co - EB Room 530 Pump Room Fire Sprinkler - CC17PIA1038 EX.pdf" gets a folder called 'Fire-Sprinkler'). If work performed is not mentioned on the contract (e.g. "Skanska - JCB Remodel - FAP00983 EX"), it is typically because the contractor is either the CMGC or the Architect/Engineer and when that is the case these can be recorded as either CMGC or Architect-&-Engineer.

Comments on some of the folders:

Budget-&-Approvals

- Project funding approvals, budget authorizations, printed budgets, final reconciliation, and cost control documents all belong here. Estimates are filed separately.

Contracts

- Contracts are sub-divided by the work performed (e.g. CMGC or Sewer-Line-Jetting). Documents beyond the executed Contract (EX) may include Contract Amendments; Changes (Change Orders, Proposed Change Orders (PCOs), Construction Change Proposals (CCPs), Construction Change Directives (CCDs), etc.); Insurance documents; Performance/Payment bonds; Retainage documents; and others.

Invoices

- Includes Payment Applications.

Proposals

- Used for any bids or quotes that are not part of an RFP/ITB/RFQ . Any proposals, bids or evaluation documents for an RFP are filed with the RFP.

RFP (substitute RFQ or ITB as appropriate)

- When multiple-RFPs exist they must be sub-divided by work performed to match their corresponding Contracts. Documents within an RFP may include Amendments, Appendices, Bid Proposals; Evaluations; Selection Letters; etc.

Logistics-&-Safety

A catch all for work related to keeping the project on-task, safe and secure. Documents include construction Schedules, Key Requests, Impact Notices, Contacts or Directories, Safety plans, etc. The Issues folder is for the many unforeseen challenges that arise during construction and how they were overcome.

Meetings

All meeting minutes, agenda and notes

O&Ms-&-Closeout

Might include: O&Ms; Major studies or surveys of long-term importance; Air balance reports (aka TAB); Commissioning work; Substantial completion documentation; Red line drawings. Everything related to tracking and achieving LEED or other such certification programs should also be filed here.

NOTE: RFIs & ASIs are filed here and not Design or Finance/Contractual folders

Permits

The permits. Includes all dealings with City of Portland (CoP) and Multnomah County including Land use reviews; Design reviews; Anything to do with Bureau of Development Services (BDS) or Office of Sustainable Development; Permit intake forms; Permit set drawings (CoP stamped version only); Noise violations; Intergovernmental agreements; Ordinances; Code appeals; Inspection reports; Structural checksheet; Final summary letters to the City.

NOTE: Permit Set drawings, Notices of Final Inspection, and other documents referencing multiple permit numbers are filed with the Building Permit.

Photos

All project photography goes here unless removing it from its folder would destroy important context or break relationships (examples: an Asbestos survey with photos; photos in CAD folders used as xrefs). These are usually arranged by date taken though they are more helpful if they include main subject references (e.g. 'Crane and excavation', 'Concrete footing pour', or 'Roof lead damage')

Presentations-&-Publicity

PowerPoint presentations; Videos; Interviews; News stories; or articles related to the project.

RFIs

Requests for information. Usually very clearly identified.

Inspections-&-Testing

Abatement

Might include: Mapping of abated or surveyed areas; Quantitative analysis reports; Chain of custody logs; Air sample analysis; Surveys and studies.

Excludes: Contracts; Invoices; RFPs and other financial activities

Site Visits

Includes: Regular Architect or Project Manager site visit or observation reports typically created on a daily, weekly or monthly schedule.

Special Inspections

All non-financial documentation related to Geotechnical work, Concrete and materials testing, and self-identified special inspections records.

Safety-&-Logistics

Includes: Impact notices; Contacts; Key requests; Schedules for construction work; Training; Safety plans and any accident documentation; OSHA materials

Submittals

Stamped submittals typically identified with a submittal number or specification section. Shop drawings describing products or equipment or that are otherwise not created by the Architects or Engineers are also submittals.

The ideal way to organize these is based on specification number. Typically, if they are extensive or organized, they arrive arranged by a Submittal Number which is chronological to when they are reviewed. Submittal Numbers are often useless without a comprehensive key document, which is often incomplete or missing. It is therefore superior and more useful generally to arrange by Specification Section (typically CSI 6-digit or for older projects 5-digit) or Division (CSIs first 2 digits). When re-arranging to conform to Specification numbers it is best to use the specific project specifications first and then the generic CSI Specifications second.

Appendix 2: Crosswalk for common AiM Documents to Standard Project Filing Plan (SPFP)

Amendment (AiM) – Contracts (SPFP)

Architect Supplemental Instructions (AiM) – ASIs (SPFP) [sub-folder under O&Ms-&-Closeout]

Capital Project (AiM) – Budget-&-Approvals (SPFP); Estimates (SPFP)

In small projects it typically holds a Funding Approval, Estimate, and at close the Final Reconciliation document plus any revisions to those documents. File Estimates in SPFP Estimates folder and all else in Budget-&-Approvals. Note that this is used as catchall in large projects and will need to be subdivided as appropriate.

Construction Change Order (AiM) – Contracts (SPFP)

Construction Change Proposal (AiM) – Contracts (SPFP)

Construction Contract (AiM) – Contracts (SPFP) [typically sub-folded as CMGC]

Consultant Contract (AiM) – Contracts (SPFP)

Consultant Invoice (AiM) – Invoices (SPFP)

Direct Expense (AiM) – Invoices (SPFP)

Issue (AiM) – Issues (SPFP) [sub-folded under Safety-&-Logistics]

Meeting Minutes (AiM) – Meetings (SPFP)

Payment Application (AiM) – Invoices (SPFP)

Progress Report (AiM) – Site-Visits (SPFP) [sub-folded under Inspections-&-Testing]

Purchase Order (AiM) – Invoices (SPFP)

Request for Information (AiM) – RFI (SPFP) [sub-folder under O&Ms-&-Closeout]

Submittal (AiM) – Submittals (SPFP)