

1. General		
1.1 General	1.1.1	Request for proposal (RFP) and proposal
	1.1.2	Project team directory
	1.1.3	Newspaper clippings, etc.
1.2 Client/architect	1.2.1	Correspondence
	1.2.2	Minutes of meetings
	1.2.3	Agreements
1.3 Construction cost	1.3.1	Project budget
	1.3.2	Estimates
1.4 Project management and control	1.4.1	Personnel
	1.4.2	Fee calculation sheet
	1.4.3	Project cost control chart
	1.4.4	Time reports
1.5 Project accounts	1.5.1	Invoices
	1.5.2	Reimbursable expenses and expense claim forms
	1.5.3	Additional services

2. Pre-design		
2.1 Client/architect	2.1.1	Correspondence
	2.1.2	Minutes of meetings
	2.1.3	Functional program or feasibility studies
	2.1.4	Client's consultants
2.2 Consultants	2.2.1	as required
2.3 Construction budget	2.3.1	Construction budget
2.4 Site information	2.4.1	Photographs
	2.4.2	Surveys
	2.4.3	Soils or geotechnical reports
	2.4.4	Utilities
3. Design		
3.1 Client/architect	3.1.1	Correspondence
	3.1.2	Minutes of meetings
	3.1.3	Design report
	3.1.4	Client's consultants
3.2 Consultants	3.2.1	Structural engineer
	3.2.2	Mechanical engineer
	3.2.3	Electrical engineer
	3.2.4	Other consultants
	3.2.5	Minutes of meetings
3.3 Construction cost	3.3.1	Budget
	3.3.2	Construction cost estimate
3.4 Approvals	3.4.1	Municipal authorities having jurisdiction
	3.4.2	Regional authorities having jurisdiction
	3.4.3	Provincial authorities having jurisdiction
	3.4.4	Federal or other authorities having jurisdiction
4. Construction Documents		
4.1 Client/architect	4.1.1	Correspondence
	4.1.2	Minutes of meetings
	4.1.3	Client's consultants
4.2 Consultants	4.2.1	Structural engineer
	4.2.2	Mechanical engineer
	4.2.3	Electrical engineer
	4.2.4	Other consultants
	4.2.5	Minutes of meetings
4.3 Construction cost	4.3.1	Budget

	4.3.2	Construction cost estimate
4.4 Construction documents	4.4.1	General information
	4.4.2	Drawings
	4.4.3	Specifications
4.5 Approvals	4.5.1	Municipal authorities having jurisdiction
	4.5.2	Regional authorities having jurisdiction
	4.5.3	Provincial authorities having jurisdiction
	4.5.4	Federal or Other Authorities Having Jurisdiction
5. Bid and Contract Award		
5.1 Client/architect	5.1.1	Correspondence
	5.1.2	Minutes of meetings
5.2 Consultants	5.2.1	Structural engineer
	5.2.2	Mechanical engineer
	5.2.3	Electrical engineer
	5.2.4	Other consultants
5.3 Construction cost	5.3.1	Final estimate
5.4 Bid Documents and addenda	5.4.1	Bid documents
	5.4.2	Addenda
5.5 Bidders	5.5.1	Invitation to bid and advertisements
	5.5.2	Pre-qualifications
	5.5.3	Deposits and records
	5.5.4	Bid depository
5.6 Bids	5.6.1	Bid forms
	5.6.2	Bonds and bid security
	5.6.3	Analysis of bids
	5.6.4	Alternatives and substitutions
5.7 Contract	5.7.1	Contract documents
	5.7.2	Bonds
	5.7.3	Insurance
6. Construction		
6.1 Client/architect	6.1.1	Correspondence
	6.1.2	Minutes of meetings
6.2 Consultants	6.2.1	Structural engineer
	6.2.2	Mechanical engineer
	6.2.3	Electrical engineer
	6.2.4	Other consultants
6.3 Construction cost	6.3.1	Schedule of values and applications for payment

	6.3.2	Certificates for Payment
	6.3.3	Substantial performance
	6.3.4	Certificates for Release of Holdback and Final Payment
6.4 Supplemental instructions and change orders	6.4.1	Supplemental instructions
	6.4.2	Proposed changes
	6.4.3	Change orders
	6.4.4	Change directives
6.5 Contractors	6.5.1	Correspondence
	6.5.2	Minutes of meetings
6.6 Submittals	6.6.1	Time schedules
	6.6.2	Shop drawings
	6.6.3	Samples
	6.6.4	Deficiency lists
	6.6.5	Maintenance and operating manuals
	6.6.6	As-built and record drawings
6.7 Field review	6.7.1	Field review reports
	6.7.2	Inspection and testing reports
	6.7.3	Photographs and other records
6.8 Authorities having jurisdiction	6.8.1	Correspondence
	6.8.2	Minutes of meetings
7. Post-construction		
7.1 Client/architect	7.1.1	Correspondence
	7.1.2	Minutes of meetings
7.2 Consultants	7.2.1	As required
7.3 Construction cost	7.3.1	Cost analysis
7.4 Contractors	7.4.1	Correspondence
	7.4.2	Minutes of meetings
7.5 Deficiencies	7.5.1	Warranty inspections and defective work
7.6 Project records	7.6.1	Occupancy permits and other certificates
	7.6.2	Warranties and maintenance bonds