

FORMS | ACTIONS

e-Builder
A TRIMBLE COMPANY

Switch to Classic style christina.fly

Home Dashboard Projects Planning **Forms** Processes Documents Calendar Contacts Bidding Cost Reports Setup

Forms for 10004 - Kirkland Hall-Suite 411: Renovate Suite

Unfinished Drafts | Import Forms

Filter Forms

Search In: Forms Initiated By Me Forms In My Court All Forms

Type of Form: All Workflow and Static Forms Draft Open Closed

Containing Text: anywhere in the form

Fill Out Form

Project Menu

- Details
- Planning
- Forms**
- Issues
- Processes
- Documents
- BIM
- Schedule

Workflow and Static Forms

Subject	Prefix	#	Author	Held By	Due Date	Status
There are no forms that meet your filter criteria.						

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Select **Forms** from the project menu.

Search forms on a project here.

Select **Fill Out Form** to create a new form.

SELECT THE FORM YOU WISH TO USE

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Fill out form on Kirkland Hall-Suite 411: Renovate Suite

Workflow Forms Cancel

Form Type	Description
Action Item	Form used to request an action from another project team member. Response is required to the initiator of the form instance to close
Communications - Bulletin	A Bulletin is a quick announcement from an official source about an important piece of news on a project.
Communications - Project Issue	Project Issue form is used to identify and communicate project issues/changes that arise.
Communications - Reprographer Request	Reprographer Request is used to request a print or photocopy of a document from the reprographer room.
Communications - Request for Clarification	used in the bidding phase of a project to clarify bid documents and specs
Communications - Request for Shutdown	The Request for Shutdown form is used to request a utility shutdown for a limited period.
Communications - Submittal Package Cover Sheet	Submittal Package Cover Sheet is used to provide a cover sheet for a Submittal Package.
Communications - Submittal Transmittal	Submittal Transmittal is used to provide the recipient with a brief description of the contents enclosed as part of a shipment or piece of communication.
Communications - Substantial Completion	Substantial Completion can be used by a Contractor to certify that the substantial work has been completed on a construction project in accordance with the contract documents and only minor items remain.
Communications - Transmittal Cover Sheet	A Transmittal Cover Sheet accompanies a larger item, usually a document. It provides the recipient with a specific context in which to place the larger document and simultaneously gives the sender a permanent record of having sent the material.
Cost - Back Charge Notification	The Back-Charge Notification (BCN) is to be submitted to the General Contractor by the Owner formally placing the General Contractor on notice that a back charge claim is pending. The BCN can also be used by the Contractor to address back charge claims amongst Subcontractors. The origins of a potential back charge can be associated with but is not limited to a Non-Conformance Notice, Quality Control Notice, and/or Construction Change Directive.
Cost - Budget Change Approval	Budget Change Approval form is used to receive approval for a budget increase.
Cost - Change Order (CO)	A Change Order (CO) is work that is added to or deleted from the original scope of work of a contract, which alters the original contract amount and/or completion date.
Cost - Construction Change Directive (CCD)	Construction Change Directive (CCD) is an alternate mechanism for directing the contractor to perform additional work to the contract when time and/or cost of the work is not in agreement between the owner and contractor performing the work.
Cost - Contractor's Notification of Change	Contractor's Notification of Change form is used by the Contractor to request a change in scope due to different site conditions, extra work, or other events which may affect the contractor's time and cost to complete the project.
Cost - Field Order	Field Order is issued for work less than \$5,000 that needs to commence without delay. It is meant to provide directive to start work when comprehensive pricing is not available.
Cost - Potential Change Order (PCO)	The Potential Change Order (PCO) is to be formally submitted to the Owner by General Contractor with a detailed cost breakdown and supporting documentation. The Owner is responsible for reviewing the COR and either accepting the claim for issuance of a Change Order to the General Contractor or rejecting the claim as included in the General Contractor's base work scope.
HR - Expense Report Approval	Expense Report Approval form is used to route expense reports for approval.
HR - Vacation Request	Vacation Request form is used to route vacation request for approval.
Integration - New Project Request	New Project Request form is used to request a project
Integration - New User Request	New User Request is used to gather prudent information to add a new user to e-Builder.
Meeting Minutes Action Item	

<https://app.e-builder.net/da2/Home/Index.aspx>

To request action from someone else on the project. Use Action Item.

COMPLETE FIELDS TO SEND AN ACTION ITEM TO ANOTHER PARTICIPANT

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Print Check Spelling Post Form Save Draft Cancel

Fill Out Form

Project: Kirkland Hall-Suite 411: Renovate Suite
Project Number: 10004
Form Type: Action Item
Author: Christina Fly
Counter Prefix:
Priority: Normal
* Subject:
* Send To: Select From: All Roles
--Select Recipient--
* Date Due:
CC: -- Roles --
Core Team
eB Admin
Hold Step
Members
Vendor-AE
Vendor-CM
Request external comment after posting?

Action Item Attached Files Attached Forms Attached Viewpoints

* Action Requested:
Action Response: