

## e-Builder Documents Folder Structure

Primary Folder	Secondary Folder	Documents to store
00 EMAIL	NA	<ul style="list-style-type: none"> <li>All project related emails</li> <li>Can forward outlook emails to this folder – attachments will also be added</li> </ul>
01 Project Admin	Legal Contracts	•
	Steering Committee	•
	Meeting Minutes	• Organized by type or phase of project
	Presentations	•
	Estimates	• All estimates and quotes
	Schedule	•
02 Project Financials (Most of these folders are populated by processes)	Budgets/Funding	• Approval memos, approval emails from customers, BOT approval minutes
	Commitments (Vendor has access)	<ul style="list-style-type: none"> <li>Quotes</li> <li>Contracts</li> <li>Purchase orders from Oracle</li> </ul>
	Change Orders (Vendor has access)	<ul style="list-style-type: none"> <li>Quotes</li> <li>Contract amendments</li> <li>Purchase order increases from Oracle</li> </ul>
	Invoices	• Invoices uploaded by vendors, pay application review documentation
03 Bidding	Bid Documents (Invited bidders have access to this folder for the project they have been invited to bid.)	• Documents used by bidders to provide PM a bid
	Bid Proposals (Bidders do not have access to this folder, only PM and coordinator has access to this folder)	• Proposals received by invited bidders
	Internal Est (No access for departmental support and stakeholders)	• Example: Plant Operations
	Bid Award	•
04 Design	Existing Drawings	<ul style="list-style-type: none"> <li>Drawings from archives</li> <li>Existing/prework photos</li> </ul>
	Feasibility Study	•
	Schematic Design	• Scanned hand sketches
	Design Development	• Review drawings, specifications, and scope of work
	Construction Documents	• Drawings, spec's, & scope issued for const.
	Correspondence	•
	Renderings	•
Surveys	• geotechnical, topographical, surveys, etc.	
05 Fixed and Moveable Equipment	AV	•
	Equipment	•
	Furniture	•
	Graphics/Signage	•
	Information Technology	•
	Keys, Access Control & Monitoring	• Includes card readers, product data, keying, etc.
06 Permits – Hazardous Materials	Code Review	• all phases of projects
	Permits	•
	Hazardous Materials	•
07 Logistics (CM access only)	NA	• Includes moves, small renovations for moves, traffic & parking, VUPS, outages
08 Construction (Vendor has all access)	Field Reports	
	Correspondence	

	Submittals	
	Request for Information	
	Architectural Supplemental Information	
	Potential Change Orders	
	Construction Status Updates	
	Progress Photos	• All in progress and final construction photos
	Punchlists	
	Testing	
	Insurance	
09 Commissioning	NA	
10 Sustainability	Waste Management	
11 Close Out	Warranties	
	O&M Manuals	
	As-Builts	