		_				Planned Start of	Planned Submittal	Actual Submittal		Planned	Actual Resubmittal			
Number	Section	Page		Submittal Description	Copy To	Trade Work	Date	Date	Date +14	Resubmittal Date	Date	Return Date +14	Action	Reviewed By
1	Division 1		PRA	Narrative- Monthly (for all projects over 4 weeks)	Rebuild/PRA/AE	Enter	Monthly							Rebuild/AE/PPR
2			PRA	Certificate of Insurance (including Workers Comp)	Rebuild/PRA/AE	Estimated	Pre Construction							Rebuild/AE/PPR
3			PRA	Certificate of Payment and Performance Bond	Rebuild/PRA/AE	Dates	Pre Construction							Rebuild/AE/PPR
4	1		PRA	Bid Award	Rebuild/PRA/AE	This	Pre Construction							Rebuild/AE/PPR
5	1		PRA	Executed Contract	Rebuild/PRA/AE	Column	Pre Construction							Rebuild/AE/PPR
<u>6</u>	1		GC	Project Baseline Schedule	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
/	1		GC	Schedule of Values	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
8	ļ		GC	LCP Tracker (confirmation of use Prime & Subs)	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
9	ļ		GC	Project Estimated Hours	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
10	1		GC	Project Estimated WMBE Targets Summary Sheet	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
11	ļ		GC	Project Worforce Diversity Plan	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
12			PRA/GC	Project Contact List (including subcontractors)	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
13			PRA	Pre-Construction Meeting Minutes	Rebuild/PRA/AE		For Record							Rebuild/AE/PPR
13			GC	Onsite Labor Osha 10 Cards	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
14			GC	OSHA 300 Form Posted	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
15			GC	Company Safety Program	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
16			GC	Site Specific Safety Plan	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
17			GC	Phasing and Logistics Plan	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
18			PRA/GC	Project Specific Submittal log (PD, Shop Drawings, Samples)	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
19			GC	Submittal Cover Sheet Form	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
20			PRA	Project Labor Agreement (contracts above 3 million)	Rebuild/PRA/AE	n/a	As Required							Rebuild/AE/PPR
21			PRA	Workforce MOU	Rebuild/PRA/AE	n/a	As Required							Rebuild/AE/PPR
22			PRA/GC	Maintain Permits Log- (L&I, PWD, etc)	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
23			CITY	Street Department Approval	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
24			CITY	PWD Approval	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
25			CITY	Percent for Art Approval	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
26			AE	Zoning permit	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
27			AE/GC	Building Permit	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
28			PRA/GC	Street /Sidewalk Closure Permit	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
29			GC	Dust Mitigation Permit	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
30			GC	PPR Site Activity Permit	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
31			PRA	Notice to Proceed	Rebuild/PRA/AE		For Record							Rebuild/AE/PPR
32			PRA	Construction Kick Off Meeting Minutes	Rebuild/PRA/AE		For Record							Rebuild/AE/PPR
33			GC	Project Schedule Update	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
34			GC	2 Week Look Ahead	Rebuild/PRA/AE		Bi Weekly							Rebuild/AE/PPR
35			GC	Payment Request (Rebuild format)	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
36			PRA/GC	Project Specific Submittal log - Monthly Update	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
37			GC	Change Order Request Form- KIRA	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
38			GC	Change Order Request Log	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
39	1		GC	Request for Information Form	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
40	†		GC	Request for Information Log	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
41	†		Rebuild	EOP Review at 25% Project Completion	Rebuild/PRA/AE		115 Required							Rebuild/AE/PPR
42	+		PRA	Construction Kick Off Meeting Minutes	Rebuild/PRA/AE		For Record							Rebuild/AE/PPR
43	+		PRA	Project Meeting Minutes- Bi-weekly	Rebuild/PRA/AE		Bi Weekly							Rebuild/AE/PPR
44	+		AE	AE Project Field Reports	Rebuild/PRA/AE		Bi Weekly							Rebuild/AE/PPR
45	+			Notice of Correction	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
46	+		GC GC	Daily Report	Rebuild/PRA/AE		Daily							Rebuild/AE/PPR
46	+		GC	Report of Injury	Rebuild/PRA/AE		As Required				 			Rebuild/AE/PPR
48	+		GC	Maintain Special inspections Log	Rebuild/PRA/AE		As Required As Required				 			Rebuild/AE/PPR
48	+		GC	Environmental Remediation Plan & Program	Rebuild/PRA/AE		As Required As Required							Rebuild/AE/PPR
50	+		GC	Environmental Remediation Plan & Program Environmental Remediation Waste Disposal Certificates	Rebuild/PRA/AE		As Required As Required							Rebuild/AE/PPR
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51	+		GC	LEED certifications, (KIRA)			As Required				-			Rebuild/AE/PPR
52	 		GC	Commissioning, as required	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
53	 		GC	L& I inspection Reports	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
54	 		PRA/GC	Project Specific Submittal log - Monthly Update	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
55			PRA/GC	Notice of Substantial Completion	Rebuild/PRA/AE	<u> </u>	Closeout							Rebuild/AE/PPR

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56			Punchlist Closeout	Rebuild/PRA/AE		Closeout							Rebuild/AE/PPR
57			As built Documents	Rebuild/PRA/AE		Closeout							Rebuild/AE/PPR
58	ļ		0 & M Manuals	Rebuild/PRA/AE		Closeout							Rebuild/AE/PPR
59	ļ		0 & M Training	Rebuild/PRA/AE	27.74	Closeout							Rebuild/AE/PPR
60	ļ	GC	Temporary Certiciate of Occupancy- Certificate of Occupancy	Rebuild/PRA/AE	N/A	As Required							Rebuild/AE/PPR
61	ļ		Project Closeout Audit- NICOLE	Rebuild/PRA/AE		Closeout							Rebuild/AE/PPR
62		PRA		Rebuild/PRA/AE									Rebuild/AE/PPR
63	ļ	PRA		Rebuild/PRA/AE									Rebuild/AE/PPR
64	ļ	PRA		Rebuild/PRA/AE									Rebuild/AE/PPR
65		PRA		Rebuild/PRA/AE									Rebuild/AE/PPR
66		PRA		Rebuild/PRA/AE									Rebuild/AE/PPR
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		GC	Product Data per specs	Rebuild/PRA/AE									AE/LA/PE
			Samples per specs	Rebuild/PRA/AE									AE/LA/PE
		GC	Shop Drawings per specs	Rebuild/PRA/AE									AE/LA/PE
		GC	Mock ups per specs	Rebuild/PRA/AE									AE/LA/PE
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