

To ALL CONSULTANTS AND CONTRACTORS
From EXECUTIVE ASSISTANT
Subject AS BUILT DOCUMENTATION – REQUIREMENTS AND RECEIPT

Please be advised that 'As Built' Documentation is to be provided as stated in your University of Queensland Conditions of Contract. This information is required to update our records to reflect the as built condition of the works performed.

Variations / Amendments / Commissioning errors or the like are not an acceptable cause for late delivery of this documentation. ALL documentation is to be forwarded showing the current 'As Constructed' state with variations/amendments being issued upon completion of this work. If necessary, a 'Draft' copy should be provided in the interim until final documents can be forwarded.

Please ensure documentation is collated during the course of the project to assist in their timely issue.

Manuals are to contain a disc with its contents in both PDF and .dwg formats and hard copies of drawings are to be printed at their original sizes. Full size documents only, page scaling will not be accepted.

Documentation from all disciplines is required as follows:

1. **1 Complete set** of ALL drawings in hard copy – Architectural, Structural, Civil
 - 1 Electronic copy of ALL drawings: USB, CD or emailed to pf_as_built@pf.uq.edu.au
2. **2 Complete sets** of any and ALL Manuals (Services/Builders/Other) and each containing:
 - **1 Complete set** of ALL drawings in hard copy
 - All relevant warranty, maintenance, specification, data information etc applicable to the goods/services/materials used in the project
 - 1 Electronic copy of ALL drawings: USB, CD or emailed to pf_as_built@pf.uq.edu.au
3. **1 Complete set** of CAD As Built Drawings (on disk) – from ALL disciplines except Structural:
 - ALL drawings are to be provided in AutoCAD 2014 .dwg format - **PDF and PLT files are not acceptable for CAD as built drawings**
 - Externally referenced files are to be bound (AutoCAD Bind command) and saved into the original drawing file
 - CAD drawing file support information please refer to the Property & Facilities website "Consultants and Contractors" icon for '**Guide to Computer As-Built Drawings**'
 - All information included in the manual in PDF
 - 1 Electronic copy of ALL drawings: USB, CD or emailed to pf_as_built@pf.uq.edu.au
4. **1 Complete set** of SPECIFICATIONS if not already provided.
 - 1 Electronic copy of ALL drawings: USB, CD or emailed to pf_as_built@pf.uq.edu.au

Regardless of size of project **any and all modification specifications** are to be documented and forwarded as part of the As Built documentation. UQ Base Plans can be provided on request for your use.

If you have any queries regarding the above please do not hesitate to contact the Executive Assistant (EAS2) on **3365 2269** or email pf_as_built@pf.uq.edu.au.