

**PART 2: PROJECT FILE MANAGEMENT AND ORGANIZATION**

Amended 09-19-2022, See underlined text

**1. SCOPE:**

1.1. This part outlines the requirements for the management and organization non CAD/RVT type electronic files for all UMB Projects.

**2. FILE CONTENTS:**

2.1. **Project Specifications:** The final project specifications shall include all written revisions to the bid document that resulted from addendums, change bulletins, RFI's, etc.

2.2. **Project Studies, Reports, etc.:** Include all fee proposals with the scope of work, studies, reports, mechanical, fire protection and electrical calculations generated for the project.

2.3. **Project Related Spread Sheets:** Include all spread sheet type documents generated for the project. These files should include hourly rates for fee proposals; cost estimate spread sheets, etc.

**END OF CHAPTER 4 EF – ELECTRONIC FILES – GENERAL FILES – PART 2**