**SE-471**

**DESIGN DOCUMENT TRANSMITTAL FORM – CM-R**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**TO:**

*(OSE Project Manager)*

**CC:**

*(Agency Project Manager)*

*(Construction Manager at Risk)*

**FROM:**

*(Person’s Name)*

*(Firm Name, if applicable)*

**DATE:**

Transmitted herein are       copies of the following documents for the above referenced project as required by Chapter 5, of the *Manual for Planning and Execution of State Permanent Improvement* *(check applicable items)*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **[ ]** **Schematic Design DOCUMENTS** | **[ ]** **DESIGN DEVELOPMENT Documents***(if applicable)* | **[ ]** **CONSTRUCTION Documents** |
|  | Site Plans | [ ]  | [ ]  | [ ]  |
|  | Floor Plans | [ ]  | [ ]  | [ ]  |
|  | Life Safety Plans | [ ]  | [ ]  | [ ]  |
|  | Code Criteria (OSE Code Tables) | [ ]  | [ ]  | [ ]  |
|  | ASHRAE 90.1 Worksheet | N/A | [ ]  | [ ]  |
|  | Complete Set of Drawings & Project Manual | N/A | [ ]  | [ ] (signed & sealed) |
|  | Written responses to previous OSE Comments | N/A | [ ]  | [ ]  |
|  | Current Estimate of Construction Cost | [ ]  | N/A | N/A |
|  | List of required Permits and Approvals | [ ]  | [ ]  | N/A |
|  | Status of Required Permits and Approvals | N/A | [ ]  | [ ]  |