








LEGEND			Construction Administration		
 UA ONLY	 AE (& UA ONLY)	 CONSULTANT	Brandi M. Williams Administrative Secretary November 2016		
 ALL ACCESS	 GENERAL CONTRACTOR (GC)	 CMT/SI & IIS GROUP			
	 SUB CONTRACTOR (SUB)				

FILE CODE LIST		PERMISSIONS					VIEW ALL SITE CONTENT
FC#	DESCRIPTION	UA ONLY	AE	GC	SUB	CONSULT.	DOCUMENT LIBRARIES
122	Cost Projections/ Job Cost Reports	UA ONLY					Other File Documents - UA Access
126	Weekly Job Status Reports	UA ONLY					Other File Documents - UA Access
130	Owner Correspondence/ Transmittals (To/From)	UA ONLY					Other File Documents - UA Access
132	Intra UA Correspondence/ Transmittals	UA ONLY					Other File Documents - UA Access
132.1	UA User Comments	CONTRIBUTE	READ				Other File Documents - AE & UA Access
132.2	UA Drawing Review Sign-Offs	CONTRIBUTE	READ				Other File Documents - AE & UA Access
133	Construction Administration In-House Correspondence	UA ONLY					Other File Documents - UA Access
134	City/ Municipalities/ Local Utilities Correspondence/ Transmittals (To/From)	UA ONLY					Other File Documents - UA Access
135	Board of Trustees Submittal Items	UA ONLY					Other File Documents - UA Access
136	State Correspondence/ Transmittals (To/From)	UA ONLY					Other File Documents - UA Access
136P	State PSCA	UA ONLY					Other File Documents - UA Access
137	State Inspections	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
137.1	City of Tuscaloosa Inspections	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
138	Miscellaneous Correspondence/ Transmittals	UA ONLY					Other File Documents - UA Access
139	PIR's (Project Initiation Requests)	UA ONLY					Other File Documents - UA Access
140	Consultant's/ Other's Proposals	UA ONLY					Consultant Documents
140D	Consultant's/ Other's Developers	UA ONLY					Consultant Documents
140E	Developers Correspondence (To/From)	UA ONLY					Consultant Documents
140F	Consultant's/ Other's Foundations	UA ONLY					Consultant Documents
141	Consultant's/ Other's Agreements	UA ONLY					Consultant Documents
142	Consultant's/ Other's Invoices	UA ONLY					Consultant Documents
143	Consultant's/ Other's Correspondence/ Transmittals (To/From)	UA ONLY					Consultant Documents
144	Consultant's/ Other's Amendments	UA ONLY					Consultant Documents
145	Consultant's/ Other's Reports	UA ONLY					Consultant Documents
200	Architect's Proposals	CONTRIBUTE	READ				Architect Documents
200PA	Program Architect's Proposals	UA ONLY					Other File Documents - UA Access
201	Architect's RFPs (Request for Proposal)	CONTRIBUTE	READ	READ	READ	READ	RFPs & ASIs
201PA	PA's RFPs (Request for Proposal)	UA ONLY					Other File Documents - UA Access
210	Architect's Agreement/ Insurance	CONTRIBUTE	READ				Architect Documents
210PA	PA's Agreement	UA ONLY					Other File Documents - UA Access
220	Architect's Invoices	CONTRIBUTE	READ				Architect Documents
220PA	PA's Invoices	UA ONLY					Other File Documents - UA Access
230	Architect's Correspondence/ Transmittals (To/From)	CONTRIBUTE	READ				Architect Documents
230PA	PA's Correspondence/ Transmittals (To/From)	UA ONLY					Other File Documents - UA Access
240	Architect's Drawing Review Comments	CONTRIBUTE	READ				Architect Documents
240PA	PA's Drawing Review Comments	CONTRIBUTE	READ				Other File Documents - AE & UA Access
245PA	PA's Estimates/ Budgets	CONTRIBUTE	READ				Other File Documents - AE & UA Access
250	Architect's Amendments	CONTRIBUTE	READ				Architect Documents
250PA	PA's Amendments	CONTRIBUTE	READ				Other File Documents - AE & UA Access
260	Architect's Field Reports	CONTRIBUTE	READ				Architect Documents
260PA	PA's Field Reports	CONTRIBUTE	READ				Other File Documents - AE & UA Access
270	ASI's & Supplemental Drawings	CONTRIBUTE	READ	READ	READ	READ	RFPs & ASIs
270PA	PA's ASI's & Supplemental Drawings	CONTRIBUTE	READ				Other File Documents - AE & UA Access
275	Architect's Reports	CONTRIBUTE	READ				Architect Documents
275PA	PA's Reports	CONTRIBUTE	READ				Other File Documents - AE & UA Access
300	Engineer's Proposal	CONTRIBUTE	READ				Engineer Documents
301	Engineer's RFPs (Request for Proposal)	CONTRIBUTE	READ				Engineer Documents
310	Engineer's Agreement	CONTRIBUTE	READ				Engineer Documents
320	Engineer's Invoice	CONTRIBUTE	READ				Engineer Documents
330	Engineer's Correspondence/Transmittals (To/From)	CONTRIBUTE	READ				Engineer Documents
331	Engineer's Amendments	CONTRIBUTE	READ				Engineer Documents
332	Engineer's Reports	CONTRIBUTE	READ				Engineer Documents
340	Surveyor's Proposal	CONTRIBUTE	READ				Other File Documents - AE & UA Access
350	Surveyor's Agreement	CONTRIBUTE	READ				Other File Documents - AE & UA Access
360	Surveyor's Invoice	CONTRIBUTE	READ				Other File Documents - AE & UA Access
370	Surveyor's Correspondence/Transmittals (To/From)	CONTRIBUTE	READ				Other File Documents - AE & UA Access
375	Surveyor's Amendments	CONTRIBUTE	READ				Other File Documents - AE & UA Access
376	Surveyor's Reports	CONTRIBUTE	READ				Other File Documents - AE & UA Access
380	Geotech/ Testing Lab's Proposal	CONTRIBUTE	READ				CMT & GEO Tech Documents
380.1	CMT Evaluations	CONTRIBUTE	READ				CMT & GEO Tech Documents
385	Geotech. Testing Lab's Agreement	CONTRIBUTE	READ				CMT & GEO Tech Documents
387	Geotech/ Testing Lab's Reports	CONTRIBUTE	READ				Materials Testing
387.1	Blasting	CONTRIBUTE	READ				Materials Testing
390	Geotech/ Testing Lab's Invoice's	CONTRIBUTE	READ				CMT & GEO Tech Documents
395	Geotech/ Testing Lab's Correspondence/Transmittals (To/From)	CONTRIBUTE	READ				CMT & GEO Tech Documents
396	Geotech/ Testing Lab's Amendments	CONTRIBUTE	READ				CMT & GEO Tech Documents
400	Bid Folder (Certified Tabulation of Bids)	UA ONLY					Bids
401	Addendum/ Addenda to Bid Documents	CONTRIBUTE	CONTRIBUTE	READ	READ		Bid Documents
402	Advertisements for Bid	UA ONLY					Bids
404	Budgets/ PAFs (Project Approval Form)	UA ONLY					PAF & Budget
405	Amendments/ Changes	UA ONLY					Other File Documents - UA Access
420	Construction Manager's Proposals	UA ONLY					Other File Documents - UA Access
430	CM's Agreement	UA ONLY					Other File Documents - UA Access
440	CM's Invoices	UA ONLY					Other File Documents - UA Access
450	CM's Correspondence/ Transmittals (To/From)	UA ONLY					Other File Documents - UA Access
460	CM's Drawing Review Comments	UA ONLY					Other File Documents - UA Access
470	CM's Amendments	UA ONLY					Other File Documents - UA Access
480	CM's Field Reports	UA ONLY					Other File Documents - UA Access
490	CM's Reports	UA ONLY					Other File Documents - UA Access
500	Contractor's Proposals	CONTRIBUTE	READ	READ	READ		Contractor Documents
505	Bond Claims (Notice to Owners)	CONTRIBUTE	READ	READ	READ		Contractor Documents
509	Contractor's Settlement Agreements	CONTRIBUTE	READ	READ	READ		Contractor Documents
510	Contractor's Contracts/ Insurance/ Bonds/ LOIs/ NTP	CONTRIBUTE	READ	READ	READ		Contractor Documents
511	Contractor's RFPs (Request for Proposals)	CONTRIBUTE	READ	READ	READ		Contractor Documents
512	Contractor's CORAFs (Change Order Request)	CONTRIBUTE	READ	READ			COR, CORAF & CO
514	Contractor's Change Order	CONTRIBUTE	READ	READ			COR, CORAF & CO
516	Contractor's Pre-qualification	UA ONLY					Contractor Pre-Qualification
520	Contractor's Pay Applications/ Invoices	CONTRIBUTE	READ	READ	READ		Contractor Documents
521	Contractor's Material Invoices	CONTRIBUTE	READ	READ	READ		Contractor Documents

LEGEND			Construction Administration		
<span style="color: red;">■</span> UA ONLY	<span style="color: blue;">■</span> AE (& UA ONLY)	<span style="color: magenta;">■</span> CONSULTANT	Brandi M. Williams Administrative Secretary November 2016		
<span style="color: purple;">■</span> ALL ACCESS	<span style="color: green;">■</span> GENERAL CONTRACTOR (GC)	<span style="color: orange;">■</span> CMT/SI & IIS GROUP			
	<span style="color: teal;">■</span> SUB CONTRACTOR (SUB)				

FILE CODE LIST		PERMISSIONS					VIEW ALL SITE CONTENT
FC#	DESCRIPTION	UA ONLY	AE	GC	SUB	CONSULT.	DOCUMENT LIBRARIES
522	Contractor's RFIs (Request for Information)	CONTRIBUTE	READ	READ	READ	READ	RFIs
530	Contractor's Correspondence/ Transmittals (To/From)	CONTRIBUTE	READ	READ	READ		Contractor Documents
600	Submittals/ Shop drawings	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
600.1	Submittals In Review	CONTRIBUTE	CONTRIBUTE	CONTRIBUTE	READ	READ	Submittals in Review
601	Division 1 - Front End Documents/ General Conditions	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
602	Division 2 - Site Work/ Demo/ Site Utilities/ Landscaping	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
603	Division 3 - Concrete	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
604	Division 4 - Masonry/ Stone/ Precast	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
605	Division 5 - Metals	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
606	Division 6 - Carpentry/ Millwork/ Wood/ Plastic	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
607	Division 7 - Waterproofing/ Sheet Metal/ Roofing/ Thermal/ Moisture	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
608	Division 8 - Doors/ Windows	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
607	Division 9 - Finishes/ Painting	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
610	Division 10 - Specialties	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
611	Division 11 - Casework/ Lab Furnishings/ Equipment	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
612	Division 12 - Casework/ Lab Furnishings	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
613	Division 13 - Special Construction	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
614	Division 14 - Elevators/ Escalators/ Freight Movers/ Conveying System	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
615	Division 15 - Plumbing/ Mechanical/ HVAC	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
616	Division 16 - Electrical	CONTRIBUTE	CONTRIBUTE	READ	READ	READ	Submittals
900	Meeting Minutes - Programming Correspondence/ Comments	CONTRIBUTE	READ	READ	READ		Meeting Minutes
900.1	MM - Pre-Bid Conference	CONTRIBUTE	READ	READ	READ		Meeting Minutes
900.2	MM - Pre-Construction Conference	CONTRIBUTE	READ	READ	READ		Meeting Minutes
900.3	MM - OAC (Owner, Architect, Contractor)	CONTRIBUTE	READ	READ	READ		Meeting Minutes
900.4	MM - Contractor Safety Meetings/ Daily Reports	CONTRIBUTE	READ	READ	READ		Meeting Minutes
900.5	MM - Pre-final 95% Close-Out	CONTRIBUTE	READ	READ	READ		Meeting Minutes
900.6	MM - Architect/ Engineer	CONTRIBUTE	READ	READ	READ		Meeting Minutes
900.7	MM - Subcontractor	CONTRIBUTE	READ	READ	READ		Meeting Minutes
900.8	MM - General Contractor	CONTRIBUTE	READ	READ	READ		Meeting Minutes
900.9	MM - Owner Training	CONTRIBUTE	READ	READ	READ		Meeting Minutes
901	MM - Special Called and Risk Point	UA ONLY					Risk Point Meetings
904	Environmental Issues	UA ONLY					Other File Documents - UA Access
905	Project Issues	UA ONLY					Other File Documents - UA Access
906	Right-of-way/ Easements	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
907	In-house Surveys	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
908	Pre-Excavation Sign-off	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
910	Permits	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
912	Inspections/ Test Reports	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
912.1	Concrete Test Reports	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
912.2	Post Tensioning Test Reports	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
912.3	Compaction Test Reports	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
912.4	Daily Observation Reports	CONTRIBUTE	READ	READ	READ		Observation Memos
912.5	Welding Test Reports	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
912.6	Other Test Reports	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
912.7	Storm Water Inspection Reports	CONTRIBUTE	READ	READ	READ		Inspections and Test Reports
913	QA/QC (Quality Assurance/Quality Control)	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
914	Photographs	CONTRIBUTE	READ				Photographs
916	Lease Plans/ Site Plans	UA ONLY					Other File Documents - UA Access
922	Schedules	UA ONLY					Other File Documents - UA Access
922.2	Overall Project Schedule	UA ONLY					Other File Documents - UA Access
922.3	Contractor Schedules	UA ONLY					Other File Documents - UA Access
924	Weather Log	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
926	Owner Furnished Items	UA ONLY					Other File Documents - UA Access
926.1	Furnishings, Fixtures & Equipment	UA ONLY					Other File Documents - UA Access
927	Project Purchase Orders/ PCARDS	UA ONLY					Other File Documents - UA Access
927.1	Project Work Orders	UA ONLY					Other File Documents - UA Access
928	Miscellaneous	UA ONLY					Other File Documents - UA Access
928.1	UA Field Coordinator Daily Reports	CONTRIBUTE	READ				Daily Reports
929.1	Commissioning	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
929.2	Commissioning RFP's (Request for Proposals)	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
929.3	Commissioning Proposals	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
929.4	Commissioning Agreement/ Contract	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
929.5	Commissioning Pay Application/ Invoices	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
929.6	Commissioning Correspondence (To/From)	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
929.7	Commissioning Drawing Review Comments	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
929.8	Commissioning Field Reports	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
929.9	Commissioning Reports	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
930	Close Outs/ COSC/ Proj. Closeout Trans. Form/ Cert. of Occupancy/ Rel. of Liens/ Project Manuals	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
930.1	Punchlists	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
931	Warranty	CONTRIBUTE	READ	READ	READ		Other File Documents - All Access
932	Media Coverage	UA ONLY					Other File Documents - UA Access
940	Grants/Sponsored Programs	UA ONLY					Other File Documents - UA Access
941	Grants Reports	UA ONLY					Other File Documents - UA Access
942	Certified Payroll	UA ONLY					Other File Documents - UA Access
943	DBE (Disadvantaged Business Enterprise)	UA ONLY					Other File Documents - UA Access
944	State Sales Tax Exemption Certificates	UA ONLY					Other File Documents - UA Access