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| **TO:** | | | **David H. Barkin, AIA, Chief Architect** | | | | | | | | | | | **Date:** | | | | | Enter Date. | | |  |
|  | | | | |  | | |  |
| **CC:** | | | **Sherry Pertuccione AIA** | | | | | | | | | | |  | | | | |  | | |  |
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| **DAS Project Number:** | | | Enter Project No. | | | | | | | | | | |  | | | | |  | | |  |
|  | | | *(Omit Prefix BI or CF)* | | | | | | | | | | |  | | | | |  | | |  |
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| **DAS Project Name:** | | | Enter Project Name | | | | | | | | | | | | | | | | | | |  |
|  | | |  | | | | | | | | | | |  | | | | | | | |  |
| **DAS Project Location:** | | | Enter Project Location | | | | | | | | | | | | | | | | | | |  |
|  | | | *(Enter Address of Project Location)* | | | | | | | | | | |  |  | | | | | | |  |
| **Detailed Description of the Work:** | | | | | | | | | | | | | | | | | | | | | |  |
|  | Enter Description of Work. | | | | | | | | | | | | | | | | | | | | |  |
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| **User Agency:** | | Enter UA Abbrev. | | | | | | | | | |  | Enter UA Name | | | | | | | | |  |
| (from Agency List) | | *(Enter User Agency Abbrev.\*)* | | | | | | | | | |  | *(Enter User Agency Name)* | | | | | | | | |  |
|  | |  | | | | | | | | | | |  | | | | | | | | |  |
| **Consultant Name:** | | Enter Consultant Name. | | | | | | | | | | | | | | | | | | | |  |
|  | | *(Enter Consultant’s Legal Name)* | | | | | | | | | | | | | | | | | | | |  |
|  | |  | | | | | | | | | | | | | | |  | | | | | |
| **Type of Document:** | |  | | | **As Built** | | | | | | | | | | | |  | **Schematic Design** | | | | |
|  | |  | | | **Survey - Utilities** | | | | | | | | | | | |  | **Design Development** | | | | |
|  | |  | | | **Survey - Boundary** | | | | | | | | | | | |  | **Contract Documents** | | | | |
|  | |  | | | **Survey - Topographic** | | | | | | | | | | | |  | **Not Applicable** | | | | |
|  | |  | | | **Study/Report** | | | | | | | | | | | |  | **Multiple Documents** | | | | |
|  | |  | | | **Hazardous Materials Abatement Report** | | | | | | | | | | | |  | **Record Documents** | | | | |
|  | |  | | | **Not As Built** | | | | | | | | | | | |  | **Not As Built/Contract Documents** | | | | |
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|  | |  | | | **Other:** | | | Enter Text. | | | | | | | | | | | | | |  |
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| **Document Date:** | | Enter Date. | | | | | | *(Date Commissioner signed or document type date, whichever is later)* | | | | | | | | | | | | | | |
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| **Document Medium:** | | |  | | **PDF/A** | | | | |  | **.dwg** | | | |  | **.rvt** | | | |  | **.tiff** | |
|  | | |  | | **PDF/E** | | | | |  | **.dwf** | | | |  | **.jpg** | | | |  | **.gif** | |
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| **No. of Drawings For:** |  | | **Title Sheet** | |  | | **Demolition** | |  | **Structural** | | | | | |
|  |  | | **Site/Civil** | |  | | **Architectural** | |  | **Mechanical (HVAC)** | | | | | |
|  |  | | **Plumbing** | |  | | **Sprinkler** | |  | **Electrical** | | | | | |
|  |  | | **Equipment** | |  | | **Fire Alarm** | |  | **Other** | | | | | |
|  |  | |  |  | | | | | | | | | | |  |
|  |  | | **Other:** | Enter Text. | | | | | | | | | | |  |
| **Total No. of Drawings:** | # | |  |  | | | | | | | | | | |  |
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| **Project Pertains To:** |  | **Building(s)** | | **\*Building Number(s)**: | | | | Enter Building No. | | | | | | |  |
|  |  |  | |  | | | |  | | | | | | |  |
|  |  | **Land** | | **\*Land Number:** | | | | Enter Land No. | | | | | | |  |
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| **Project Management:** | Enter PM Name. | | | | |  | Enter ADPM Name. | | | | | |  | |  |
|  | *(Project Manager Name)* | | | | |  | *(ADPM Name)* | | | |  | |  | |  |

***\*See the “DAS Building Numbers Book” or “Land and Building Inventory Change Request (7940)”***

***END***