**CONSTRUCTION PROJECT FILE INDEX**

Use White Heavy Duty Storage Boxes,10"H x 15"W x 24"D, Legal for documents (boxes 1@8) and Tall Boxes, 12" x 12" x 36" for drawings (Box 9).

**Box File 1 Communications**

1. Manager or Resident inspector with Contractor
2. Manager or Resident inspector with Supervisor/Designer
3. Manager with Resident inspector
4. Communications with PRPHA
5. Communications with Property Administrator
6. Lead & Asbestos correspondence
7. Construction details clarifications

**Box File 2 Minutes**

1. Pre-construction meeting minute
2. Weekly meeting minutes
3. Extraordinary meetings minutes

**Box File 3 Contract Documents**

1. General Contractor’s Contract.
2. General Conditions, HUD 5370.
3. Special Conditions.
4. Addenda (Identify by numbers)
5. Technical Specifications.
6. Specifications for LBP Abatement.
7. Specifications for Asbestos Abatement.
8. General Contractor Insurance and Certificates.
	1. Performance and Payment (labor and material) Bonds.
	2. State Workers compensation (HUD 5370, 5336(A) (1)).
	3. Commercial General Liability (HUD 5370, 5336(A) (2)).
	4. Automobile Liability (HUD 5370, 5336(A) (2)).
	5. Builder’s Risk (FIRE and Ext. Coverage) (HUD 5370, 5336 (B)).
9. General Contractor Permits fees & payments made by Contractor.
	1. State: PRASA, PREPA, PeMO, etc.
	2. Municipal.
	3. Federal
10. Letters of approval of Sub-Contractors
11. Sub-Contractors Insurance and Certificates
	1. State Workers compensation (HUD 5370, 5336(A)(1))

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* 1. Commercial General Liability (HUD 5370, 5336(A)(2))
	2. Automobile Liability (HUD 5370, 5336(A)(2))
	3. Builder’s Risk (FIRE and Ext. Coverage)(HUD 5370, 5336 (B))
1. Sub-Contractors Permits fees & payments made by Contractor
	1. State: PRASA, PREPA, PeMO, etc.
	2. Municipal
2. Notice to Proceed
3. As-Built drawings

**Box File 4 Certifications for payments**

1. Approved Progress Schedule (HUD 5372)
2. Approved CPM and Progress Curve
3. Approved Contract Payment Schedule (HUD 51001)
4. Approved Periodical Partial Payments (HUD 51001) and Partial Payments Log
5. Materials in Storage (HUD 51004)
6. Findings of act and Contracting Office’s determinations on disputes, claims, etc.
7. Notification of Contract time and assessment of liquidated damages.

**Box File 5 Change Orders**

1. Letters of intent
2. Change Order Schedule (Register)
3. Approved Change Orders

**Box File 6 Reports**

1. Resident Inspector daily reports
2. Plumber inspector daily reports
3. Electrician inspector daily reports
4. LBP and Asbestos daily reports
5. HUD Bi-weekly Construction Report (HUD 5378)
6. PRPHA Inspection Monthly Report
7. A/E Inspection reports
8. CES monthly report
9. PREPA inspection reports
10. PRASA inspection reports
11. Health and Security reports or communications
12. Section 3 and Davis Bacon reports
13. Laboratory test results and Concrete Test Log
14. Buildings acceptances reports
	1. Partial inspections Punch Lists
	2. Plumbing and electrical certifications
	3. Firemen’s inspections
	4. Substantial and final inspections Punch List
	5. Warranty service orders
	6. Warranties documents
15. Weekly work plans
16. Others reports

**Box File 7 Submittals**

1. Submittal Log and Submittals for materials
2. Approved Shop drawings
3. Approved samples

**Box File 8 Payrolls**

1. Correct Wage rates – Applicable Davis Bacon Act
2. Contractor and Sub-Contractors Payrolls (WH-347, Dept of Labor)
3. Statement of Compliance (WH-348, Dept of Labor)

**Box File 9 Drawings**

1. Construction Drawings and logs.