Transmittal of Final Shop Drawings to General Files

Date

Project Number:

Project Name:

To: General Files

From:

Name

Section

Shop Drawing Categories	Code	Included in this submittal, Y or N				Total Number of Sheets	PDF File Names [1]
Prestress Precast Concrete Girders	PPCG	Y		N			
Steel Girders	SG	Y		N			
Joints	JT	Y		N			
Bearings [2]	BR	Y		N			
Other Precast Concrete Members	PCM	Y		N			
Other Structural Steel Members/Metal Work [3]	SSM	Y		N			
Mechanical System	ME	Y		N			
Electrical System	EE	Y		N			
Operating House [4]	BMH	Y		N			
Miscellaneous Items	MISC	Y		N			

Notes:

1. All shop drawings in one category shall be scanned and saved as one file whenever possible. If not, it can be saved into several files, such as PPCG.1 of 3, PPCG.2 of 3, and PPCG.3 of 3.

2. Bearings may be included in the PPCG category if the details are mixed with the PPCG details. Bearings should be marked as included, shown as 0 total sheets, and listed under the file name in which they are included.

3. Metal work as part of PPCG shall be included in the PPCG category.

4. Includes mechanical and architectural systems pertaining to operating houses, machinery houses, generator houses, etc.