

## MASTER FILE INDEX

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**D**           **DESIGN PHASE**

D.1         Pre-Design  
D.2         Schematic Design  
D.3         Design Development  
D.4         Materials and Finishes  
D.5         Telecommunications  
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D.8         Soils Analysis  
D.9         Survey/Plat  
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P.1.6        Topographic Services  
P.1.7        Geotechnical  
P.1.8        Environmental  
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P.1.11       Construction Materials Testing  
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## CONSTRUCTION PHASE

- C.1**            **Contracts/Purchase Orders Folders**  
**Contracts/Change Orders/Insurance/Bonds/Invoices**
- C.1.1          Architect
- C.1.2          Architect – Program
- C.1.3          Architect - Design
- C.1.4          General Contractor
- C.1.5          Construction Manager
- C.1.6          Structural Consultant
- C.1.7          MEP
- C.1.8          Civil
- C.1.9          Landscape
- C.1.10        Demolition
- C.1.11        Topographic Services
- C.1.12        Geotechnical
- C.1.13        Environmental
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- C.1.15        Roof Consulting
- C.1.16        Construction Materials Testing
- C.1.17        HVAC Test & Balance
- C.1.18        Telecommunications
- C.1.19        FF & E
  
- C.2**            **Budget/Estimates/Schedules**
- C.2.1          Budget
- C.2.2          Estimates – SD / DD / GMP
- C.2.3          Schedules
  
- C.3**            **Correspondence**
- C.3.1          Owner
- C.3.2          Architect
- C.3.3          General Contractor
- C.3.4          Construction Manager
- C.3.5          Structural
- C.3.6          MEP
- C.3.7          Civil
- C.3.8          Landscape
- C.3.9          Demolition
- C.3.10        Topographic Services
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- C.3.13        Asbestos Abatement
- C.3.14        Roof Consulting
- C.3.15        Construction Materials Testing
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- C.3.17        Miscellaneous

- C.4. Meeting Minutes**
  - C.4.1 Project Meeting Minutes
  - C.4.2 Owner Meeting Minutes
  
- C.5. Proposed Changes**
  - C.5.1 Architects Supplemental Instructions
  - C.5.2 Proposed Change Requests
  - C.5.3 Requests for Information
  
- C.6. Construction Cost Breakdown**
  - C.6.1 Applications for Payment/Schedule of Values
  - C.6.2 CM/Contractor Job Cost Reports
  
- C.7. Project Reports**
  - C.7.1 Architect's Field Reports
  - C.7.2 Daily Field Reports
  - C.7.3 Photographs
  
- C.8. Laboratory/Test Reports**
  - C.8.1 Soil Test Reports
  - C.8.2 Asbestos Surveys and Reports
  - C.8.3 Construction Material Testing Reports
  - C.8.4 Environmental Reports
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- C.9. Project Close-Out**
  - C.9.1 Punch Lists
  - C.9.2 Certificate of Substantial Completion/Certificate of Occupancy
  - C.9.3 Submittals
  - C.9.4 Guarantees/Warranties
  
- C.10. Material and Finish Schedules**
  
- C.11. FF & E Schedules**
  
- AC. After Construction Data**
  - AC.1 One-Year Walk-Thru/Inspection