

WORK ORDER FILE INDEX

Purchase Request(s)
Blanket Order Release Form
Scope of Work
Facility Design Checklist
Drawings

- Design Review Comments
- NCI Design Acceptance Letter

Design Change Notices
Design Change Requests
Deficiency Reports
Engineering Error Reports
Quality System Evaluations
MSR Package (includes MSR, Work Order Checklist, etc.)
Specifications
Estimates
Approvals

- CA
- FA
- Trends

Transmittals
Daily Logs
Correspondence

- Internal - Incoming
- Internal- Outgoing
- External – Incoming
- External - Outgoing
- Email
- Facsimile

Contract Documents

- Contract (WO specific)
- Modification to Contract
- Request for Proposal
- Proposed Change Order

Inter Departmental Assists
Telephone Records
Request for Information (RFI)
Meeting Minutes
Specification Submittals

- Filed by Spec Sections, i.e. 15000, 16000, etc.
Permits
- Hot Work
- Occupancy

Shipping Requests
FPSR Report
Close Out Documents

- Punch list
- Warranties
- Lessons Learned
- Substantial Completion Letter with acceptance/turnover documents