

Project/Deliverables List

Project Name:	Fairview Platform Rehabilitation	on	
Third Party:	ABC Construction	Contract #: PO0012345	Task#: N/A
Project # /PPN:	AA-1234		
Location:	Downers Grove, IL		
Metra's PM/CM:	XYZ Consultants		

Deliverables

Project files are to be delivered to Metra at the end of the project. This applies to hard copies and electronic files, per contractual requirements.

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Metra's PM/CM:	XYZ Consultants			

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Project Filing	Docs Included	Docs Not Included	N/A
Document Control			
Project Control			
Project Org Chart	Х		
Design Criteria			Х
Review of Deliverables		Χ	
Schedules	X		
Submittals	X		
Request for Information (RFIs)	X		
Record of Contractor/Consultant Contact (ROCCs)	Х		
As-Builts	Х		
Daily Reports	Х		
Previous Studies	X		Χ
Construction In-Progress Photos			
Maintenance			
Attic Stock	X		
Operation & Maintenance Manuals	X		
Blue Sheets			Χ
Inquestion and Testing			
Inspection and Testing	X		
Request for Inspection of Material (RFIMs) Inspection & Test Results	X		
	X		
Receiving Inspections Material Certifications (Certs, C of C's, etc.)	X		
Calibration Records	X		
Final Walk-thru Inspections	X		
Punchlists	X		
Technical Reports e.g., soil reports, evaluation reports	X		
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Nonconformances / Corrective Actions			
Nonconformance Records	Х		
Nonconformance Log	Х		
Quality Records			
Drawings	Х		
Specifications	Х		
Calculations			Х
Independent Technical Review			Х
Quality Verification Statement			Х

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	Docs	Docs Not	NI/A
Training	Included	Included	N/A
Training Log	Х		
Training and Safety Records	Х		
Certifications, Licenses	Х		
Training Manuals	Х		
Meetings			
Meeting Notifications	Х		
Meeting Minutes	Х		
Miscellaneous Meetings	Х		
Correspondence			
Correspondence Log	Х		
Correspondence Sent			
Metra	Х		
Other Railroads	Х		
Other Agencies			Х
Communities			Х
Subcontractors		Х	
Miscellaneous			Х
Transmittals	Х		
Correspondence Received			
Metra	Х		
Other Railroads	Х		
Other Agencies			Х
Communities			Х
Subcontractors		Х	
Miscellaneous			Χ
Transmittal Log	Х		
Internal Correspondence			
Correspondence within Metra			Х
Safety			
Accident Reports	Х		
Contractor's Safety Items	Х		
Safety Plans	Х		
Miscellaneous			
Reference Materials			Х

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