

<b>Distribution</b>	<b>SUBJECT</b>	<b>Date</b>
	CONSTRUCTION FILES	09-01-2014

Each subcontractor and supplier will have a file set up in a Jeter file at the main office and a legal size manila folder at the job site. The files are to be numbered the same as the job cost codes.

A Standard Table of Contents (both pages) will be inserted in each file. All items are to be filed in accordance with the Standard Table of Contents and labeled on the bottom right corner.

# EXAMPLE

Project \_\_\_\_\_ File \_\_\_\_\_

## Construction File Left Side

<u>Tab</u>	<u>Description</u>	<u>Comments</u>
A	General Correspondence	
B	Lawsuits/Legal Action	
C	Insurance Certificates	
D	Material Submittals	
E	Payment and Performance Bonds	
F	Standard Subcontract Agreement	
G	Material Suppliers Acknowledgement	
H	Vendor Information Sheets	
I	Bids	
J	Sketches	
K	Material Take Offs	
L	Other	

# EXAMPLE

Project \_\_\_\_\_ File \_\_\_\_\_

## Construction File Right Side

<u>Tab</u>	<u>Description</u>	<u>Comments</u>
M	Other	
N	Accounting Summary	
O	5% Letter of Credit/Bank Statements	
P	Completion and Guarantee Assurance Agreement	
Q	Guarantee	
R	Final Letter	
S	Lien Waivers	
T	Satisfactions of Lien	
U	Liens Filed	
V	Statements of Account	
W	Notice to Owner Letters Sent by FDC	Return Receipt Attached
X	Notices to Owner	
Y	Field Purchase Orders	
Z	Purchase Orders	Staple together with adding machine tape