

Project Filing System (Minor Works)

1.0 Project Management

Records relating to project management processes.

For example:

- Programme
- Change Control (Project Manager's instructions and early warnings)
- Value and Risk management
- Project manager reporting
- Handover plan
- Final account
- Site Waste Management Plan
- Advice of Impending Construction Works notification (AICW)

2.0 Email and Correspondence

3.0 Appraisal & Approval

Records relating to appraisal and approval.

For example:

- Business Case
- Feasibility
- Brief
- Project Initiation Document (PID)
- Capital expenditure approval
- Technical Advisory Group (TAG) meetings
- Local Authorities
- Utilities
- 1851 Commission

4.0 Cost Management

Cost management records.

For example:

- Cost plans & cost reports
- Invoices
- Purchase orders & quotations

Project Cost template included in folder

5.0 Meetings

Meeting minutes and agendas

Refer to Estates Projects Procedures – Resources to access project forms and guideline documents.
<http://www.imperial.ac.uk/estates-projects/resources/>

6.0 Design

Design development records.

For example:

- Specifications
- Surveys
- Drawings
- Room numbering
- Photographs
- Design and Specialist Reports
- Room Data Sheets

7.0 Procurement

Records relating to procurement

For example:

- Tender Returns
- Tender Reports
- Contracts and Novation
- Consultant Fees and Appointments

8.0 Construction Operations

Records relating to the construction programme.

For example:

- Site investigations
- Asbestos
- Decant, Enabling and Demolition works
- Risk assessments
- Engineering: BEMS, Metering, Technical submissions, Fire etc
- Testing & Commissioning
- Handover & Completion
- Defects
- Manuals and Certificates

9.0 Health & Safety (H&S)

Health & Safety records.

For example:

- F10 Notification of construction project to the Health & Safety Executive
- H&S Plan
- Principal Designer
- Safety Inductions
- Accident/Incident reporting

10.0 Building Information Modelling (BIM)

For applicable projects:

Employers Information Requirements, BIM Execution Plans, Models, COBie etc