Project Filing Structure – Minor Works

INTERNAL ACCESS
Use this set of folders for sharing information within the Property Division only

Appraisal & Approval
For example:
- Feasibility / Business Case
- Brief
- Project Initiation Document (PID)
- Capital expenditure approval
- Technical Advisory Group (TAG) meetings
- Local authorities
- Utilities
- 1851 Commission

Correspondence and email

Cost Management
For example:
- Cost plans and cost reports
- Invoices
- Purchase orders and quotations

Project cost template included in folder

Procurement
Records relating to procurement, for example:
- Tender returns
- Tender reports
- Contracts and novation

Consultant fees and appointments

COLLABORATION
Use this set of folders for collaborating with contractors and end-users. no confidential or financial information

Project Management
For example:
- Programme
- Change control (project manager's instructions and early warnings)
- Value and risk management
- Project manager reporting
- Handover plan
- Final Accounts
- Site Waste Management Plan

Meetings
Meeting minutes and agendas

Design
For example:
- Specifications
- Surveys
- Drawings
- Room numbering
- Photographs
- Design and specialist reports
- Room data sheets

Construction operations
For example:
- Site investigations, asbestos surveys
- Decant, enabling and demolition works
- Risk assessments
- Engineering – BEMS, metering, technical submissions, fire etc
- Testing & Commissioning
- Handover, completion, defects
- As installed records (manuals, drawings)

Health & Safety (H&S)
For example:
- F10 notification of construction project
- H&S plan
- Principal Designer
- Safety Inductions
- Accident/Incident reporting.