



As-Built Transmittal Letter

Turn Over Package Delivered: (select one) Complete Partial	Today's Date:
Project Title:	Project #:
Delivered by:	Project Manager:
Building # / Facility ID:	Project Date:

Description (Check all that apply)	Hardcopy	PDF	CAD	Other	Comments (ie: Partial Set, Discipline N/A)
Architectural					
Civil					
Landscape					
Mechanical					
Electrical					
Plumbing					
Fire Alarm					
Fire Sprinkler					
Structural					
Other : _____					
Other : _____					
Other : _____					

Related Documents	
Record Specifications	
Guarantee & Warranty	
Equipment / Supplier Warranties	
Signed Permits / TCO	
Special Inspections / Structural / Geotech Test Reports	
O&M Manual (Multiple O&M's Please add "Title" in Comment Box)	

Comments: