

Document Delivery Procedure

In order to ensure consistent delivery of project documents to our office, Architectural & Engineering Services requests that all project documents be delivered to Karon Pursell, Manager - Design & Survey Records, in Building 90 room 101. This ensures that your delivery is “checked-in” and will be distributed to the individual noted on your transmittal. All deliveries must have a transmittal attached, which notes the project manager, design phase, and UWF project number as well as the content of the delivery. Documents are received between the hours of 8:00 a.m. - 3:30 p.m., Monday through Friday.

At the completion of every project, one hard copy As-Built Drawing Set and one CD containing AutoCAD As-Built Drawing files, are to be delivered to the above location or you may contact Karon Pursell at kpursell1@uwf.edu for instructions on electronic delivery. Please note that the project manager will not release final payment for design until this documentation is received.

Architectural and Engineering Services thanks you in advance for your assistance in conforming to our policies for documentation. See Standard Operating Procedure AES2.001 for additional information relating to document review.

If you have any questions or concerns, please call Karon Pursell, (850) 474-2760.