



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Section 6

Transmittals for Project Close Out

ORACLE Primavera

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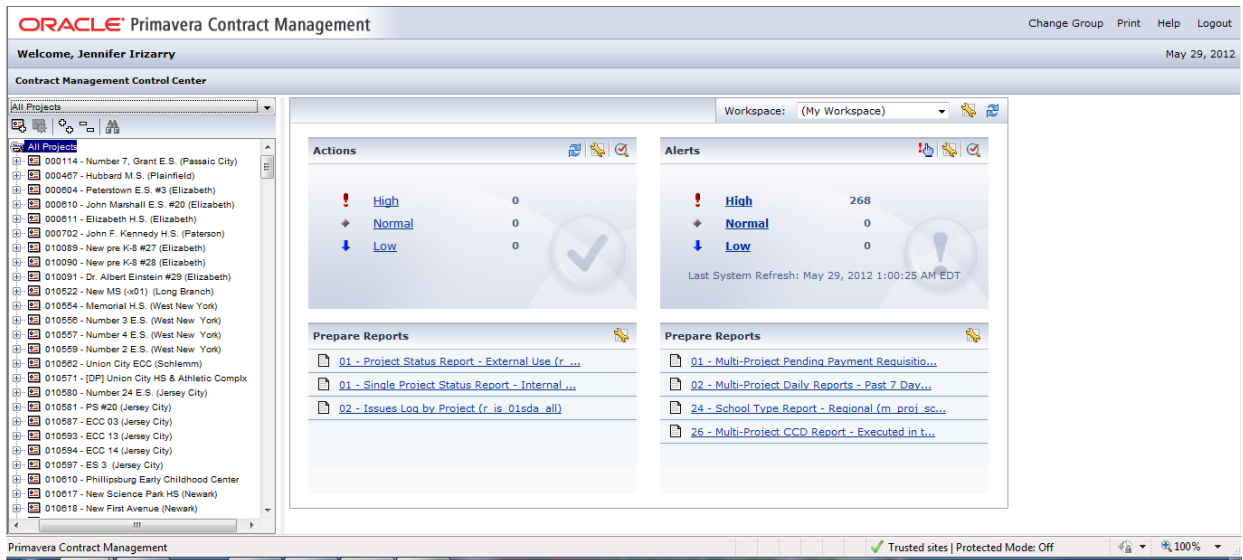
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I. Transmittals for Project Close Out Overview

This manual will describe the processes for capturing close out data for specific projects utilizing the Transmittals module.

II. Create a Transmittal for Project Close Out

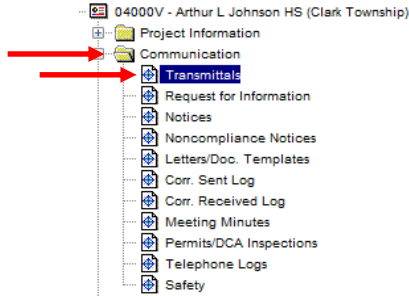
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



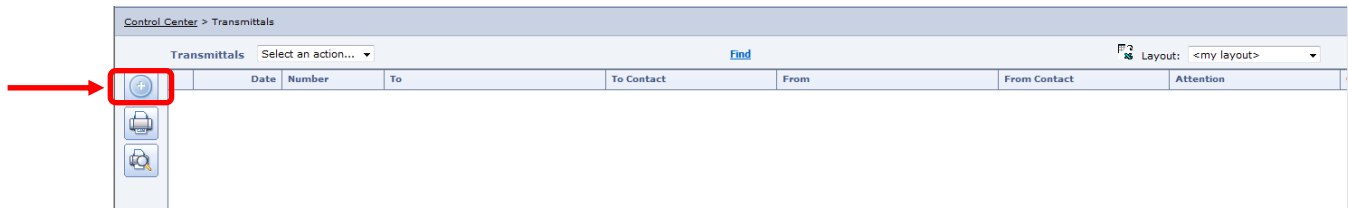
2. Select your desired project.



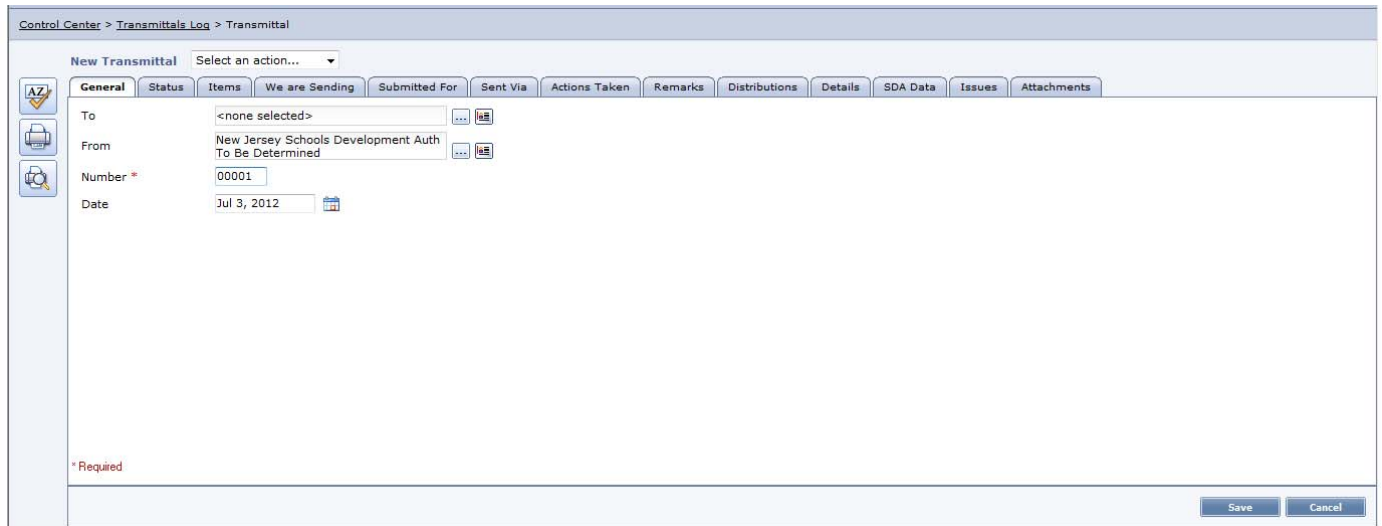
3. Open the **Communication** folder (a list of modules will display) and select **Transmittals**.



4. The **Transmittals log view** displays. Click the **Add Document** button to add a new Transmittal.



5. A blank **Transmittal document** displays. It is divided into several sections, however, not all sections will be utilized for the close out process:



A. General Tab

Control Center > Transmittals Log > Transmittal

New Transmittal Select an action...

General Status Items We are Sending Submitted For Sent Via Actions Taken Remarks Distributions Details SDA Data Issues Attachments

To <none selected>

From New Jersey Schools Development Auth To Be Determined

Number * 00001

Date Jul 3, 2012

* Required

Save Cancel

- **To** – Click the **select** button to choose **To Be Determined** from the contact list.
- **From** – Do not change the default value of **To Be Determined**.
- **Number** – Change the default number to **CL1**. This will be a unique identifier for a close out transmittal document. This is a required field. If there are multiple close-outs in a project (for example, addition vs. rehabilitation), number the close-out documents as **CL1**, **CL2**, etc.
- **Date** – The current date displays in this field by default. This date reflects the date the document was created and should not be changed.

An example of a completed section is shown:

Control Center > Transmittals Log > Transmittal

New Transmittal Select an action...

General Status Items We are Sending Submitted For Sent Via Actions Taken Remarks Distributions Details SDA Data Issues Attachments

To New Jersey Schools Development Auth To Be Determined

From New Jersey Schools Development Auth To Be Determined

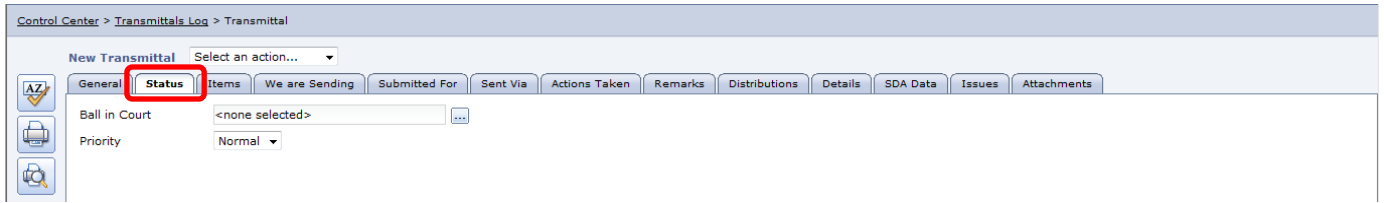
Number * CL1

Date Jul 5, 2012

* Required

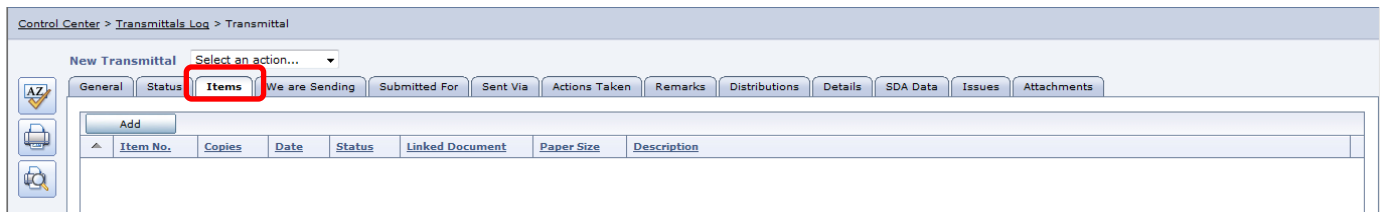
Save Cancel

B. Status Tab



- This section will not be used for close out.

C. Items Tab



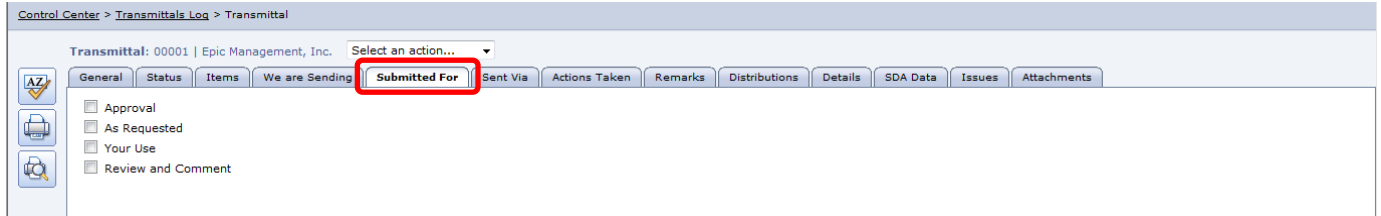
- This section will not be used for close out.

D. We are Sending Tab



- This section will not be used for close out.

E. Submitted For Tab



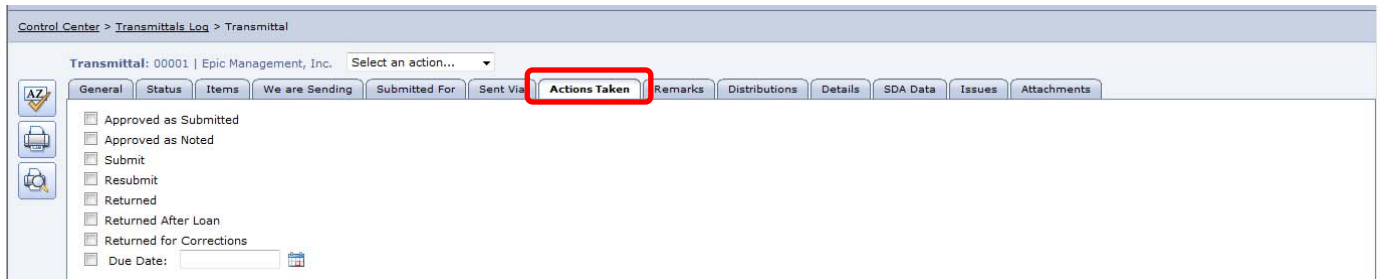
- This section will not be used for close out.

F. Sent Via Tab



- This section will not be used for close out.

G. Actions Taken Tab



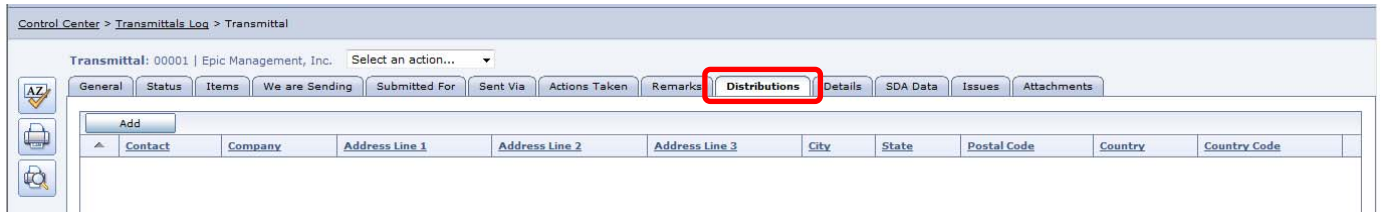
- This section will not be used for close out.

H. Remarks Tab



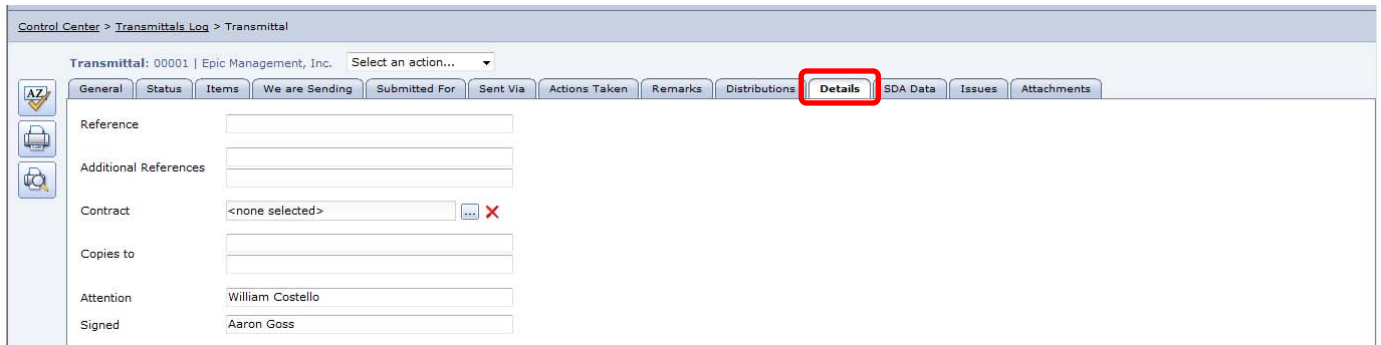
- This section will not be used for close out.

I. Distributions Tab



- This section will not be used for close out.

J. Details Tab



- This section will not be used for close out.

K. SDA Data Tab

Control Center > Transmittals Log > Transmittal

New Transmittal Select an action...

General Status Items We are Sending Submitted For Sent Via Actions Taken Remarks Distributions Details **SDA Data** Issues Attachments

Project Close Out Only
Year of School opening

Sub Comp Phase
(if date - mm/dd/yyyy)

1) Temp Certificate of Occupancy

1a) TCO Expiration Date

2) CO/CA

3) Reviewed Deliverables Received

4) O&M Transmitted to District

4a) HVAC

4b) Elevators

4c) Phones and Intercoms

4d) Fire Alarms

4e) Security / Cameras

Save Cancel

- This section is used for the close out documents. Each phase of project close out is represented in a separate section. Continue to scroll down this window to locate each section.

1. **Year of School opening** – click the calendar icon to enter the date the school was opened.

Substantial Completion Phase

NOTE: All dates described in this section should be entered in **mm/dd/yyyy** format

When completing the information for the Substantial Completion Phase, click the **Sub Comp Phase** checkbox.

Sub Comp Phase



1. **Temp Certificate of Occupancy** – Enter the date the temporary certificate of occupancy was received or enter NA
 - 1a. **TCO Expiration Date** – Enter the date the temporary certificate of occupancy expires.
2. **CO/CA** – Enter the date the certificate of occupancy or the certificate of acceptance was received. If both documents were received, enter both dates in this field with a CO or CA after the applicable date (for example, 6/1/2011 CO 6/5/2011 /CA).
3. **Reviewed Deliverables Received** – Enter the date of review for received deliverables or enter NA
4. **O&M Transmitted to District** – Enter the date operations and maintenance documents were delivered to the District or enter NA
 - 4a. **HVAC** – Enter the date the HVAC manual was delivered to the District or enter NA
 - 4b. **Elevators** – Enter the date the elevator manual was delivered to the District or enter NA
 - 4c. **Phones and Intercoms** – Enter the date the phones and intercoms manual was delivered to the District or enter NA

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- 4d. **Fire Alarms** – Enter the date the fire alarm manual was delivered to the District or enter NA
 - 4e. **Security / Cameras** – Enter the date the security/camera manual was delivered to the District or enter NA
 - 4f. **Building Controls (centralized)** – Enter the date the building controls manual was delivered to the District or enter NA
 - 4g. **Kitchen Equipment** – Enter the date the kitchen equipment manual was delivered to the District or enter NA
 - 4h. **Mechanical Systems** – Enter the date the mechanical systems manual was delivered to the District or enter NA
 - 4i. **Auditorium** – Enter the date the auditorium manual was delivered to the District or enter NA
 - 4j/k/l. **Other** – Enter the date(s) of any other manuals delivered to the District or enter NA
 - 5. **O&M training logs to District** – Enter the date the operations and maintenance training logs and videotapes were submitted to the District or enter NA
 - 6. **Warranties, Guarantees, Contact** – Enter the date any warranties, guarantees or contact lists were submitted to the CM/PMF or enter NA. Use the Attachments section to attach these documents to the close out Transmittal document.
 - 7. **Attic Stock Delivery Trans Date** – Enter the date the attic stock and maintenance supply delivery transmittal was delivered to the district or enter NA
 - 8. **Punch List Transmittal Date** – Enter the date of the punch list transmittal or enter NA
 - 9. **Cert. of Insurance Coverage** – Enter the date the certificate of insurance was received or enter NA
 - 9a. **Insurance Certificate Expiration** – Enter the date the certificate of insurance expires
 - 10. **NJSDA 701 – Cert. of Sub Comp** – Enter the date the certificate of substantial completion was signed or enter NA
 - 11. **13 D, schedule 1-M Maint** – Enter the date the 13 D, schedule 1-M maintenance agreement was signed or enter NA
 - 12. **13 C Exhibit E** – Enter the date the 13 C Exhibit E document was executed or enter NA
 - 13. **Land Transfer (Y/N)** – Click the checkbox if land has been transferred. If yes, items 14 through 17 below must be completed.
 - 14. **Affidavit of Consideration** – Enter the date the affidavit of consideration was received or enter NA
 - 15. **Seller’s Residency Cert/Exempt** – Enter the date the seller’s residency certification/exemption was received or enter NA
 - 16. **Boundary Survey w/Legal Desc** – Enter the date the boundary survey with legal description was performed or enter NA
 - 17. **Deed Conveyance** – Enter the date of deed conveyance or enter NA
 - 18. **Environmental Cond Exist (Y/N)** – Click the checkbox if environmental conditions exist. If yes, items 19 through 22 must be completed.
 - 19. **DEP Deed Notice** – Enter the date the DEP deed notice was received or enter NA
 - 20. **NFA Partial Site** – Enter the date of the No Further Action (NFA) partial site notice or enter NA
 - 21. **NFA Whole Site** – Enter the date of the No Further Action (NFA) whole site notice or enter NA
 - 22. **BOE Resolution for Transfer** – Enter the date of the Board resolution authorizing transfer or enter NA
 - 23. ***Building & Land Transferred*** – Enter the date the building and land was transferred to the District or enter NA
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-

-
-
24. **Notes** – Enter any applicable notes about the substantial completion phase (please note that this field does not print on any forms)

Final Completion Phase

NOTE: All dates described in this section should be entered in **mm/dd/yyyy** format

When completing the information for the Final Completion Phase, click the **Final Completion Phase** checkbox.

Final Completion Phase



1. **CO/CA** – Enter the date the certificate of occupancy or the certificate of acceptance was received. If this is an SDA managed project, enter NA and provide an explanation in the Notes field below. If this is a PMF contract, enter NA and provide an explanation in the Notes field below.
2. **NJSDA 710 – Const Contract Final** – Enter the date the construction contract final completion document was received or enter NA
3. **NJSDA 711 – Design Contract Final** – Enter the date the design contract final completion document was received or enter NA
4. **NJSDA 713 – CM/PMF Final Compl** – Enter the date the CM/PMF final completion document was received or enter NA
5. **13 C Exhibit F** – Enter the date the 13 C Exhibit F was executed or enter NA
6. **Notes** – Enter any applicable notes about the final completion phase (please note that this field does not print on any forms)

Contract Close-out Phase

NOTE: All dates described in this section should be entered in **mm/dd/yyyy** format

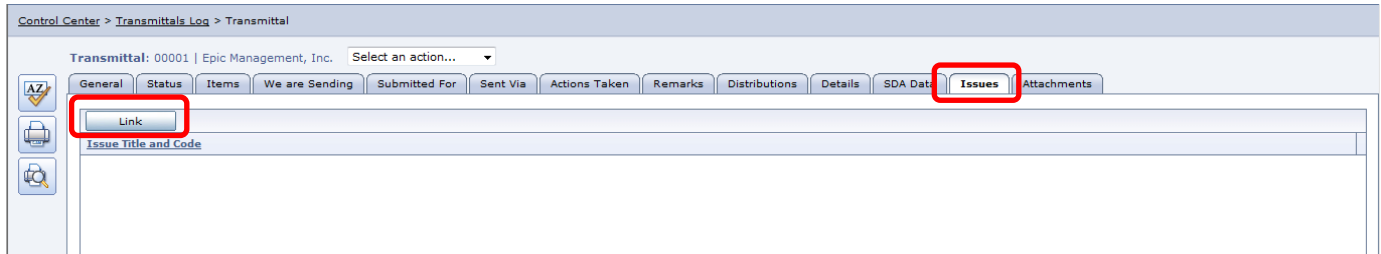
When completing the information for the Contract Close-out Phase, click the **Contract Close-out Phase** checkbox.

Contract Close-out Phase

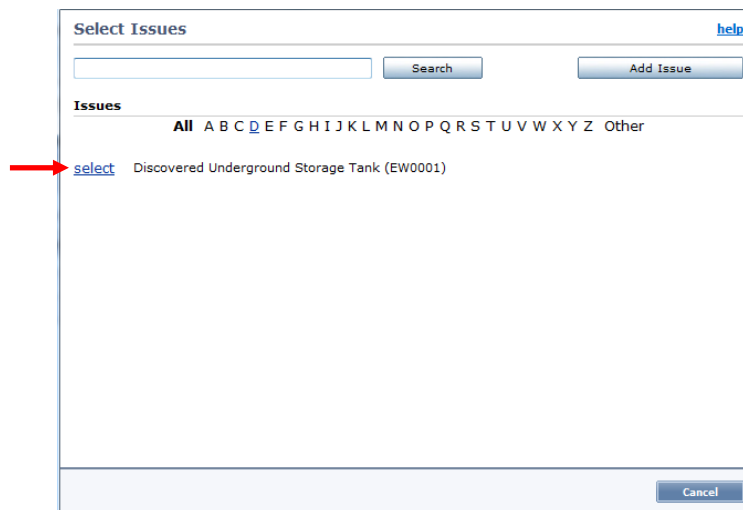


1. **FFT&E Contract** – Enter the date of the FFT&E contract or enter NA
2. **FFT&E Invoice Payment List** – Enter the date the FFT&E invoice payment list was received or enter NA
3. **FFT&E Manufacturers Invoice** – Enter the date the FFT&E manufacturers invoice was received or enter NA
4. **Real Estate Payments** – Enter the date the real estate payments were received or enter NA
5. **Tenants/Owners Reloc Comp Conf** – Enter the date of the relocation compensation confirmation or enter NA
6. **Term/Paymt for Property Maint** – Enter the date of the term/payment for property maintenance or enter NA
7. **Term/Pay for Temp Space/Lease** – Enter the date of term/payment for temporary space/leases and insurance or enter NA
8. **NJSDA 803 Final Contractor Inv** – Enter the date the final contractor invoice was paid or enter NA
9. **NJSDA 804 Final Consult Inv AE** – Enter the date the final AE invoice was paid or enter NA
10. **NJSDA 805 Fin Consult Inv CM** – Enter the date the final CM/PMF consultant invoice was paid or enter NA
11. **NJSDA 821 Final Waiver and Rel** – Enter the date the final waiver and release was paid or enter NA
12. **NJSDA 521 Final Cont Perf Eval** – Enter the date the final contractor performance evaluation was completed and approved or enter NA
13. **All De-oblig proc & OMR Zero'd** – Enter the date all de-obligations were processed and the OMR was zeroed out or enter NA
14. **Verified Claim Status** – Enter the date the Chief Counsel's office verified that there were no claims against this project. Document any comments from the Chief Counsel's office in the Notes section below.
15. **Charter Reconciliation** – Enter the date the close out charter was approved or enter NA
16. **\$'s Added to General Fund (\$)** – Enter the amount of money that was added to this project's general fund
17. **Notes** – Enter any applicable notes about the contract close-out phase (please note that this field does not print on any forms)

L. Issues Tab



- If this Transmittal relates to an Issue that was previously entered in the Issues log, it can be linked to this document. Click the **Link** button.
- The **Select Issues dialog box** displays. Locate your desired issue and click the **select** link to the left of the issue title to link it to the Transmittal. Once you click the select link, you will return to the Transmittal document.

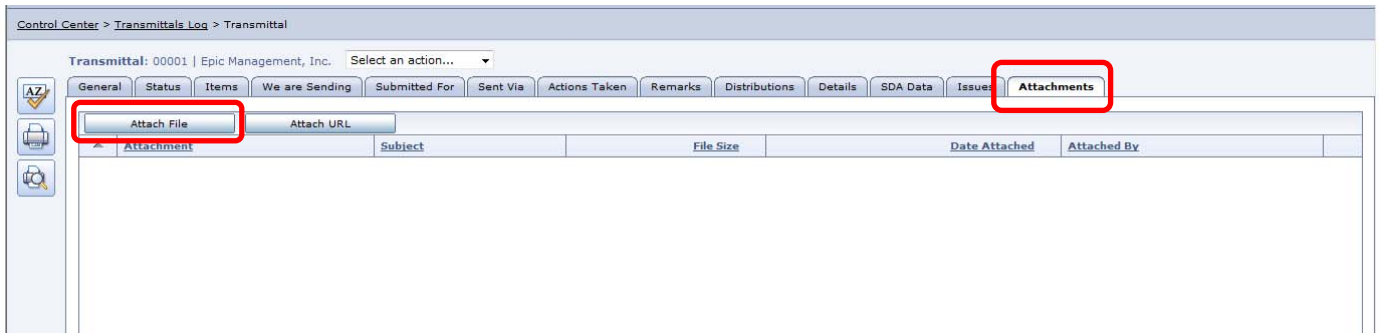


An example of a completed section is shown:

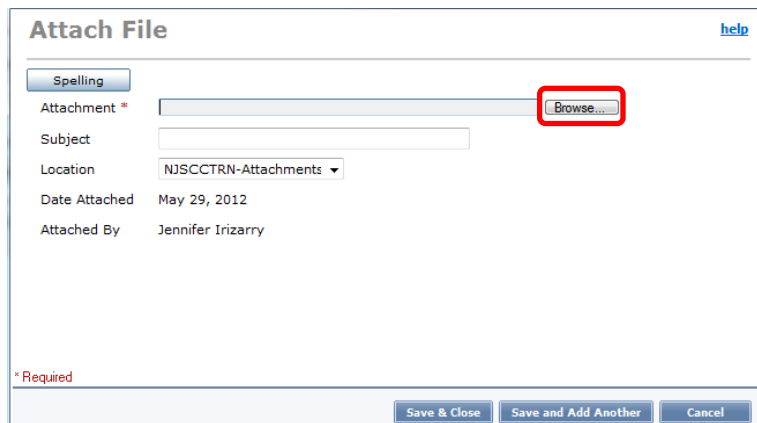


M. Attachments Tab

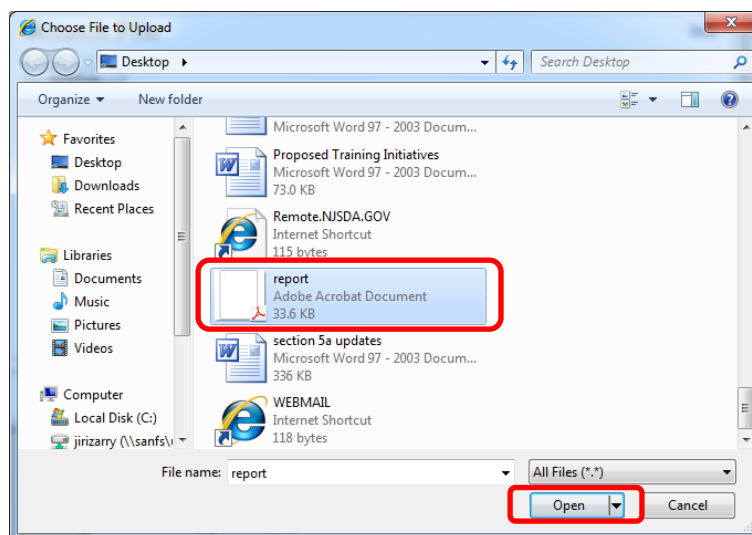
- To attach supporting documentation, click the **Attach File** button.



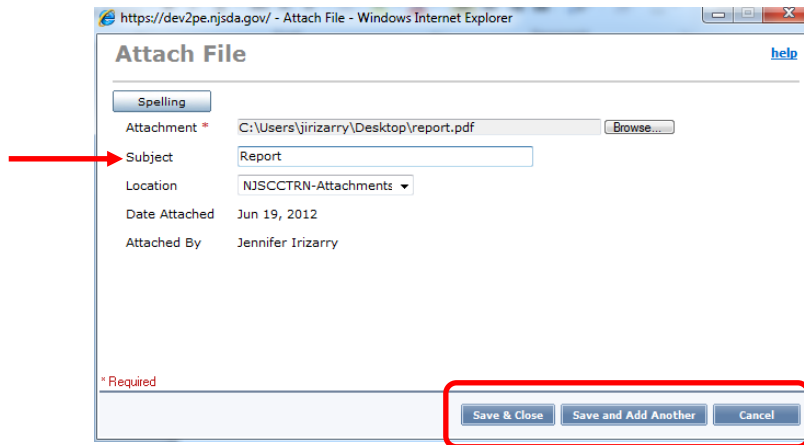
- Click the **Browse** button to navigate to the document you wish to attach.



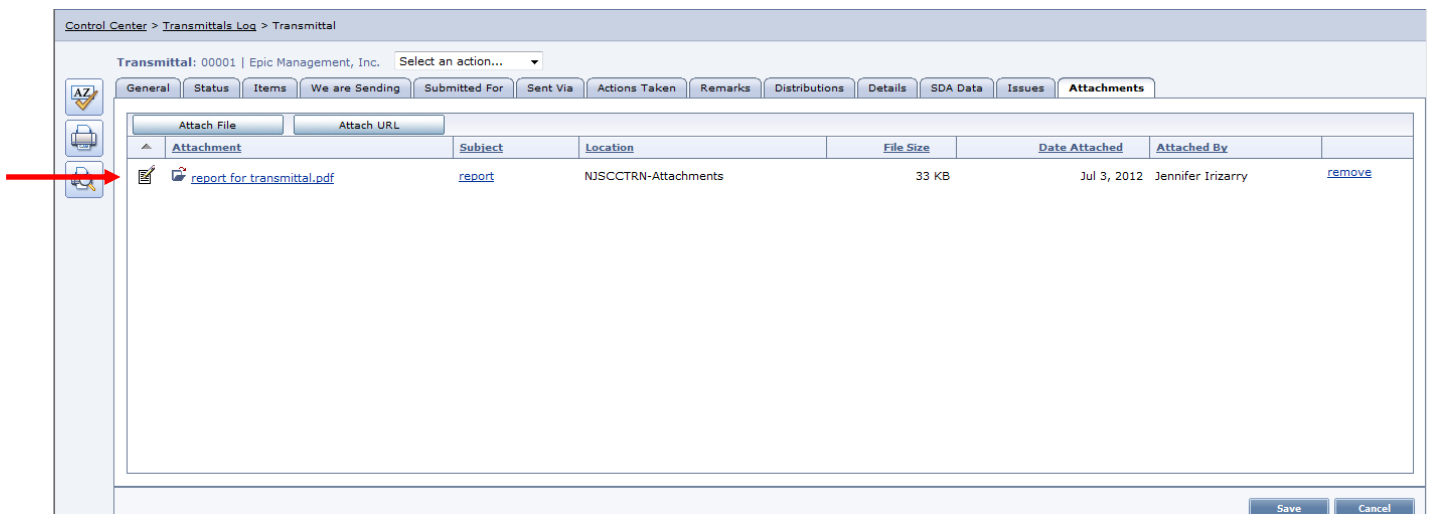
- The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



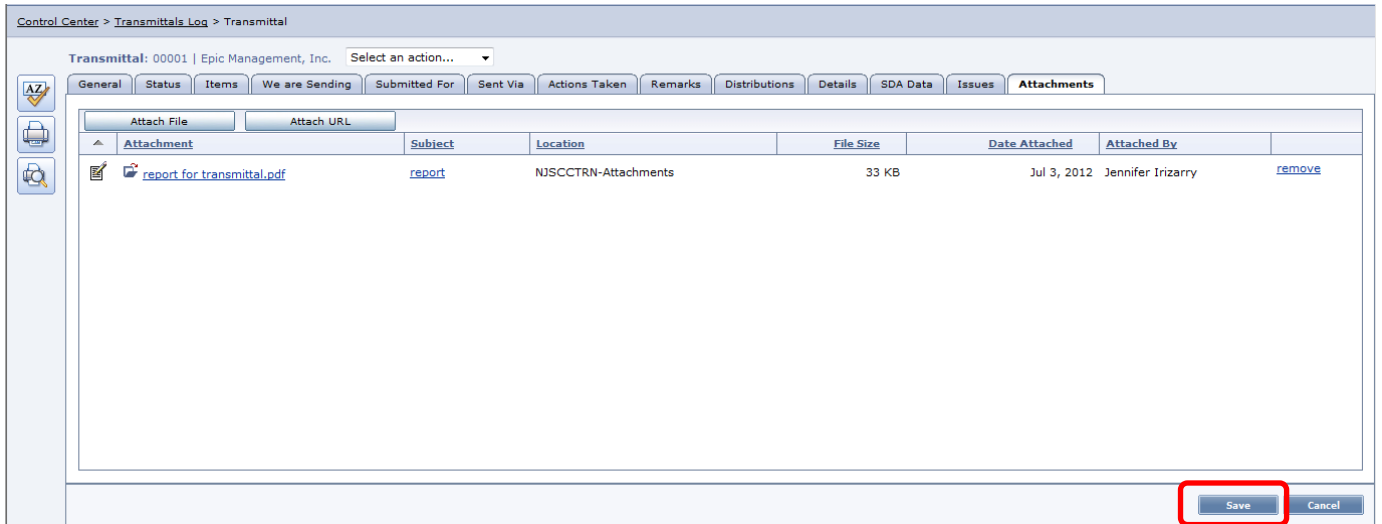
- Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.



- The attached file displays in the **Attachments** section.



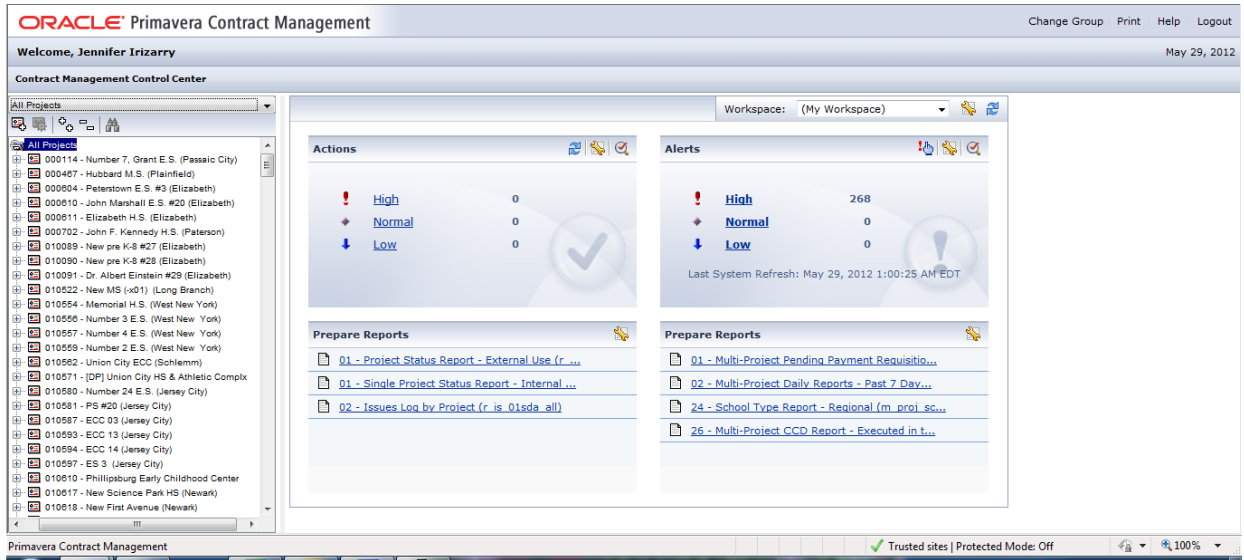
6. When all fields are completed, click the **Save** button at the bottom of the document window.



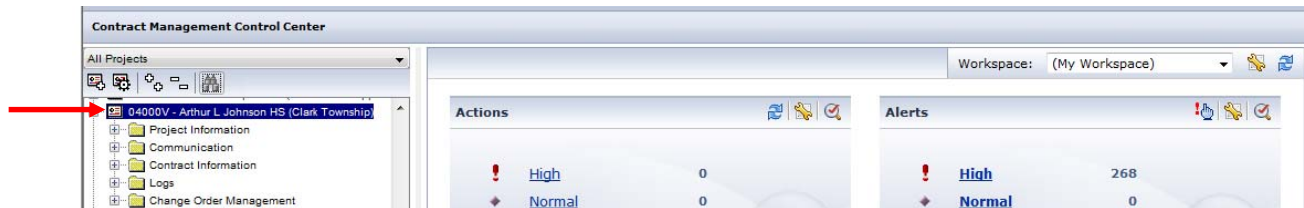
III. Print a Close Out Transmittal Checklist

To print a close out checklist for one of the project phases:

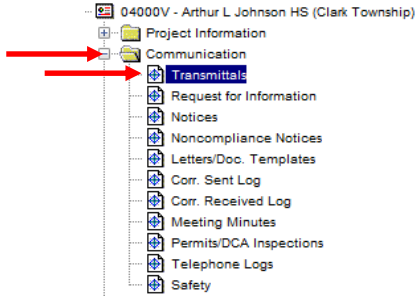
1. Once logged into Primavera, the Contract Management Control Screen appears (as shown).



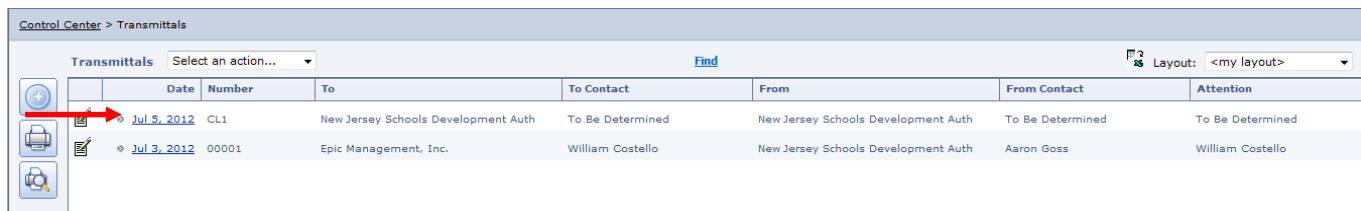
2. Select your desired project.



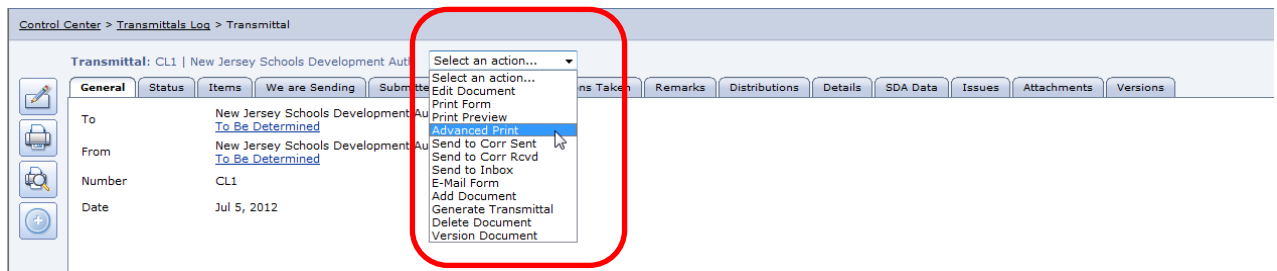
- Open the **Communication** folder (a list of modules will display) and select **Transmittals**.



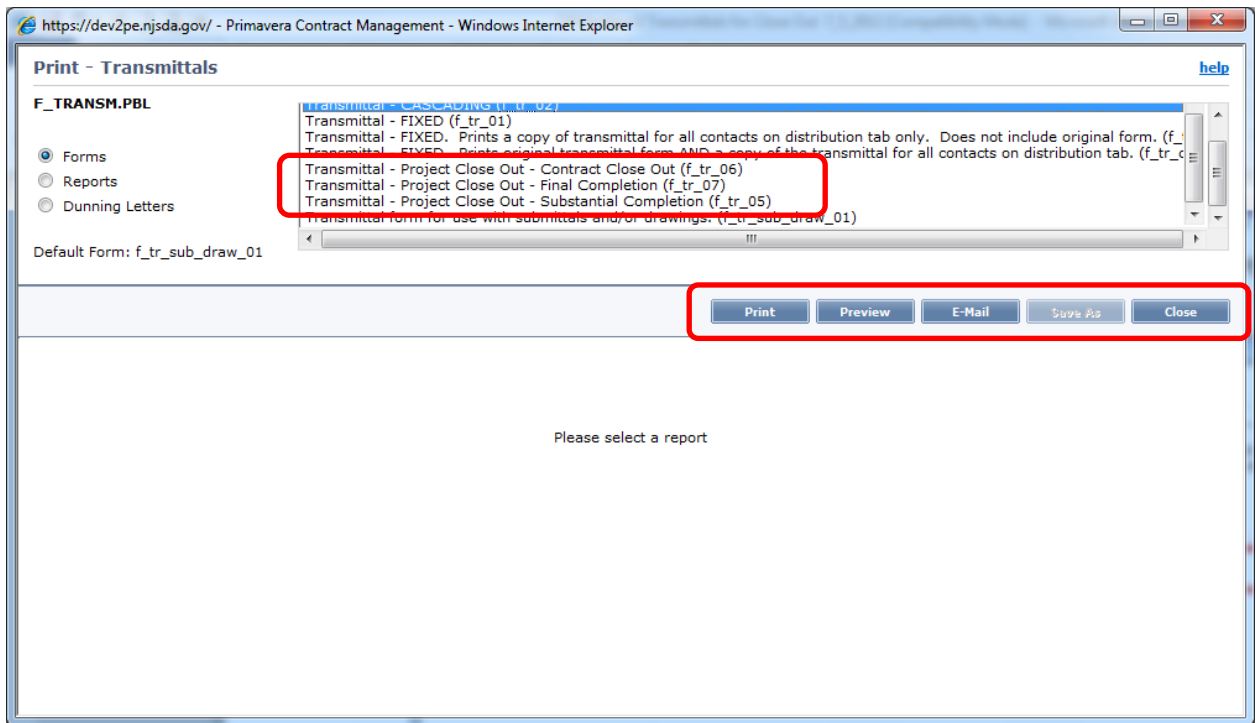
- The **Transmittals log view** displays. Locate your desired close out transmittal and click the **blue link** to open it.



- The close out transmittal displays. To print a checklist, choose **Advanced Print** from the **Select an Action** menu on the left side of the screen, then click the **Go** button.



6. The reports window displays. There are three checklists available to print for project close out: Contract Close Out, Final Completion and Substantial Completion. Select the desired checklist to print, then click one of the following buttons:



- Click **Print** to get a printed output.
- Click **Preview** to see your output displayed in the window.
- Click **E-Mail** to electronically send the output to another user.
- Click **Save As** to save the output to your local computer or other desired location.
- Click **Close** when finished to return to the Control Center screen.

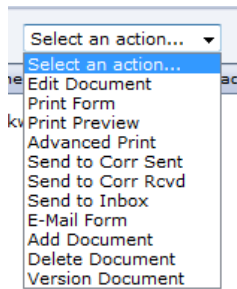
IV. Version Document

Contract Management 13.0 provides a Version Document feature to help you maintain multiple versions of your documents and provide a snapshot of the change history of the documents. Versioning a document means it will maintain versions of both the document and any attachments. The document version will be stored as an html file. The attachment version will show information on the location, path and the file size of an attachment, as well as the user who attached the file to the document and the date of attachment.

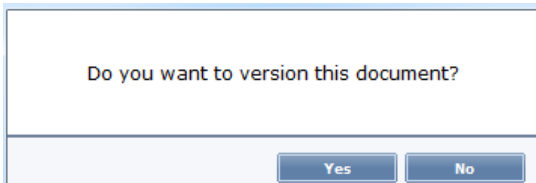
The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

A. Create a Document Version

1. To create a version of the current document, click the Select an Action menu from the top of the screen and choose Version Document from the drop-down list.



2. Contract Management will prompt you to confirm the Version Document function. Click the Yes button to continue or No to cancel.



3. The Versions tab displays the document version you just created. As new document versions are created, they will be listed on this tab in reverse chronological order. Click the icon to open each version. When the version displays, it will show information available in the document when the version was created.

