

**SAMPLE Deliverables Index Worksheet - See Design Guide Sec. Z1070.70 for Details**

- = **Manual Entry** (Free Form)
- = **List Field** (validated pull down)
- = List Field (validated pull down) - **ONLY REQUIRED FOR EQUIPMENT ASSETS** - Updated by Caltech for each project
- = **Auto Fill**

**SEE Caltech Design Guide section Z1070.70 Closeout Deliverables for more details.**

Provided by D/B									Yes	Yes	Yes	Yes
Required Y/N/Auto	Y	Y	Y	Y	Y	Y	Y	Y	Y	Auto	N	Y
Column data Type	Manual	Manual	Manual	Manual	Manual	Manual	Manual	Manual	List Field	Auto Fill	List Field	List Field
Column Description	Electronic file name	File format referred by this Excel Worksheet	Short doc description / title									

SAMPLE  
 REQUEST PROJECT  
 SPECIFIC .XLS FILE  
 FROM D&C

Row #	Source Doc File Name	Doc File Format	Doc Description / Title	Sheet # / Section #	Total # of Sheets / Sections in Set	Revision #	Caltech Project #	Partnering Vendor / Consultant	Discipline	Disc Code	Sub-Discipline	Doc Class & Sub-Class
1										?		
2										?		
3										?		
4										?		
5										?		
6										?		
7										?		
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26										?		
27										?		
28										?		
29										?		
30										?		
31										?		
32										?		

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Yes Auto Auto Fill	Yes Auto Auto Fill	Yes Auto Auto Fill	Yes Auto Auto Fill	Yes Y List Field	Yes N List Field	Yes Auto Auto Fill	Yes N List Field	Yes Auto Auto Fill	Yes Y List Field	Yes Y List Field	N Manual Used for Search/ Filter/ Grouping	N Manual
									Default to N/A	Typically "CONSTRUCTION AS-BUILT"		

<u>Doc Class</u>	<u>Doc Class Code</u>	<u>Doc Sub-Class</u>	<u>Doc Sub-Class Code</u>	<u>Location: Bldg. Fl, Rm (Primary)</u>	<u>Asset/ Equip #</u>	<u>Asset/ Equip Name</u>	<u>OmniClass #</u>	<u>OmniClass Name</u>	<u>Doc Status</u>	<u>Phase</u>	<u>Notes / Keywords</u>	<u>Memo</u>
?			?						N/A			
?			?						N/A			
?			?						N/A			
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