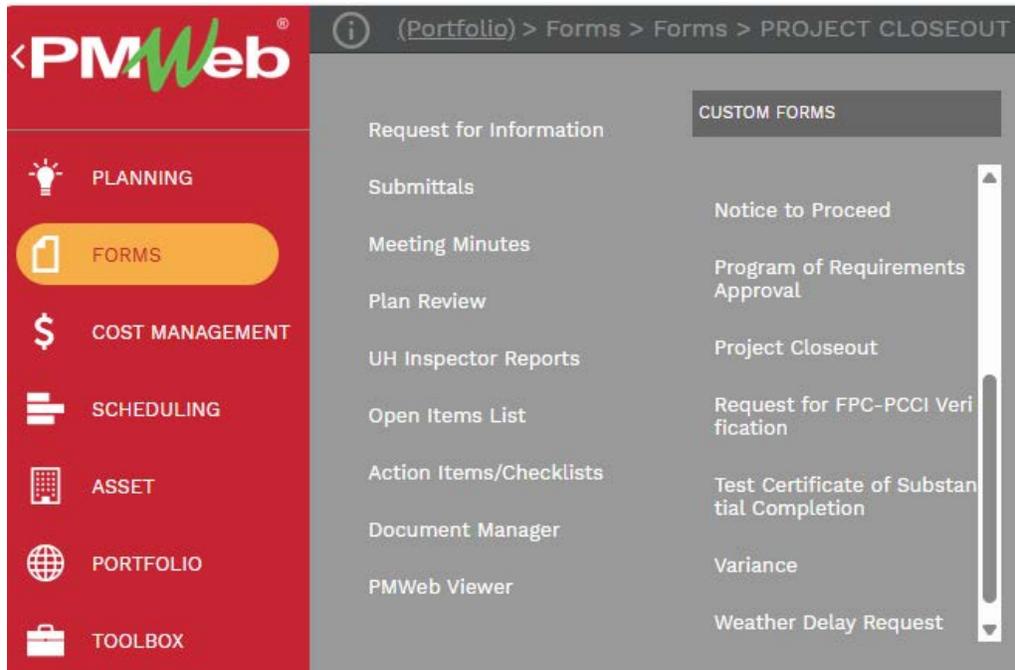




PMWeb
How to Submit Project
Closeout

1: On the PMWeb homepage click on the forms tab.



2: Select project closeout.



3: Click on the plus button.



4: Click on the drop down and select the project you are closing out.

PROJECT CLOSEOUT

Project Number :

CONSTRUCTION

Final set of Record Drawings:
 Must comply with UH CAD Standards including:
 X-references must be bounded
 Naming conventions must be followed
 Polyline must be included with room information

CONSTRUCTION

- ~122 Katy Flag Poles
- ~470 Law Building Acoustical Sound 102A and 102B
- ~477 Elgin Street Garage Room 339
- ~499 CBB Peacock Family
- ~499 CBB Peacock Family Board Room Directory
- ~507 Wilhelmina's Grove Guadalupe Maravilla
- ~508 Structural Investigation
- 518 University Lofts Card Reader and ADA Push
- ~520 MSM Dudley Recital Hall Lighting
- ~522 CRWC Sink Room 1038B Design
- ~528 Melcher Hall Room 315A Sign Type A
- ~528 MH 499 CBB 544 Cemo Directories

5: Verify you have all documents. Select yes for all documents that are saved, N/A for documents that are not applicable for the specific project, or no for documents that have not been saved and received. If no, then select estimated date for when the documents will be received. There has to be a selection for each document option.

CONSTRUCTION DRAWINGS

Final set of Record Drawings:
 Must comply with UH CAD Standards including:
 X-references must be bounded
 Naming conventions must be followed
 Polyline must be included with room information

Yes Estimated Delivery Date: 12-10-2025

CONSTRUCTION DOCUMENTS

Specifications:
 Record/Final Set

Yes Estimated Delivery Date: 12-10-2025

Operation and Maintenance Manuals:
 This should include any training videos

Yes Estimated Delivery Date: 12-10-2025

Guaranty / Warranty Materials:
 Delivered per Master Spec. Div. 01 7700

Yes Estimated Delivery Date: 12-10-2025

Submittals:
 Record/Final Set

Yes Estimated Delivery Date: 12-10-2025

Construction Photos:
 If photos got turned in for the project

Yes Estimated Delivery Date: 12-10-2025

SURVEYS and REPORTS

CAD files of Survey:
 Must comply with UH CAD Standards including:
 X-references must be bounded
 Naming conventions must be followed
 Polyline must be included with room information

Yes Estimated Delivery Date: 12-10-2025

Geotechnical Reports:

Yes Estimated Delivery Date: 12-10-2025

Environmental Studies:

Yes Estimated Delivery Date: 12-10-2025

All other Project Reports:
 Any commissioned reports from the project

Yes Estimated Delivery Date: 12-10-2025

6: Once you make a selection for each document drop down click save



7: After saving all selections click on workflow



8: Select submit once all options have been saved



Note: The following document types should be saved to the correct folders listed below:

Record Drawings(including CAD) and Specifications/Project Manuals - folder 8.1.1

O&M Manuals - folder 8.1.2

Warranties - folder 8.1.3

Final version of submittals - folder 8.1.4

Reports, Studies, and Surveys - 8.1.5