

PROPERTY INFORMATION RESOURCE CENTER

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Tips for Closing Out Capital Projects with the PIRC

The following tips are offered to help you complete the Capital Project Close-out Requirements and drop off materials to the PIRC. These tips are based on patrons' feedback and staff experience to help streamline and expedite the process. **Contact the PIRC early and often — we are happy to help!**

1 Mylar

The PIRC requires final as-built hard-copies to be printed on Mylar for archival purposes. We highly recommend this be addressed early in a project so that it may be budgeted appropriately and delivered while the budget line remains open.

2 No sketches

The PIRC requires a set of FINAL as-builts. No sketches should be submitted; they should be incorporated into the final set of drawings.

3 CAPS

Labeling transmittal with accurate CAPS # and project name from the CAPS database expedites the cataloging process and minimizes questions (and emails) from PIRC Staff.

4 File formats

PDFs are not accepted in place of TIFFs, though they are welcome in addition to TIFFs. (While a convenient output from AutoCAD, PDFs are not currently an accepted archival format; uncompressed TIFFs remain the archival standard for electronic formats.)

5 Bind Xrefs

It is critical that all externally referenced files (Xrefs) be embedded (bound) into one file before submission to the PIRC. Unbound Xrefs render the file useless. Please submit files appropriately to avoid follow-up.

6 Digital index

Burning a copy of the *Index of Electronic Files* to the CDs you submit is very helpful and expedites the cataloging process.

7 Pass it on

Ensure Close-out Requirements trickle down to the architect and contractor staff producing and compiling documents for the PIRC.

8 Appointment

Please schedule an appointment when you drop-off close-out materials. We are also very happy to schedule an appointment to go over the Close-out Requirements if you are new to the process or would like a review.

9 Delivery

The PIRC strongly recommends that someone intimately familiar with the project (e.g. PM or Architect's Firm) make the drop-off to facilitate transmittal. Dropping off close out materials is best done when all items are completed and assembled in one package, rather than piecemeal.

10 Follow-up

The PIRC staff may contact you after the drop-off is complete for additional information as needed.