

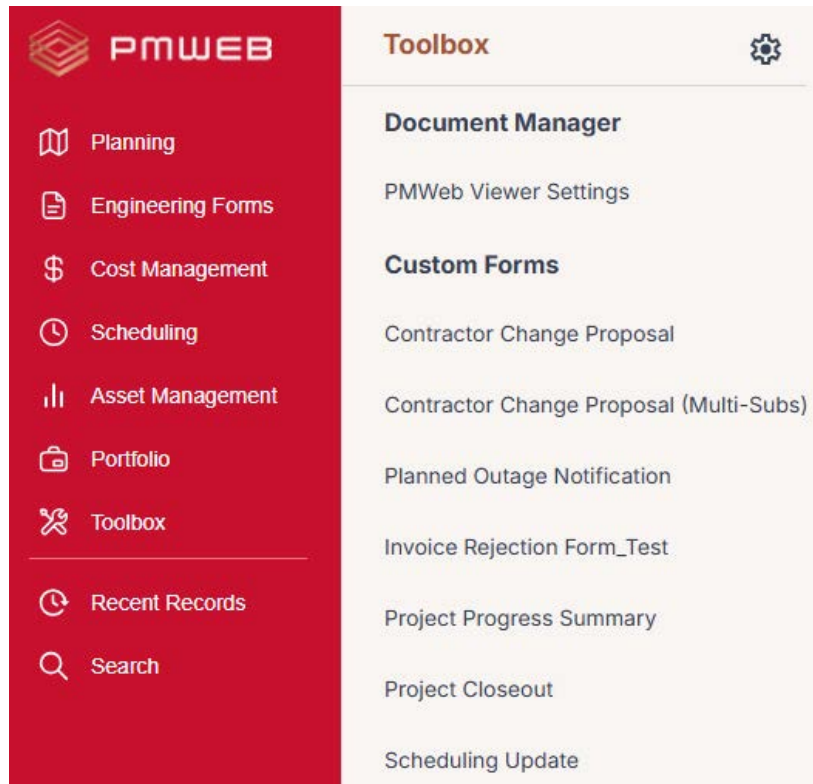


PMWeb

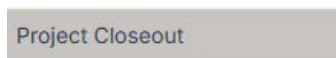
How to Submit Project

Closeout

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



2: Select project closeout.



3: Select new record.



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-refs must be included
Naming conventions must be followed
Polylines 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-refs must be included
Naming conventions must be followed
Polylines 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-refs must be included
Naming conventions must be followed
Polylines 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

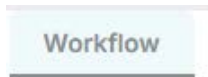
Yes

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 go in folder 8.1.1

O&M Manuals go in folder 8.1.2

Warranties go in folder 8.1.3

Final version of submittals goes in folder 8.1.4

Reports, Studies, and Surveys go in folder 8.1.5

What happens next:

- Once the project has been submitted for closeout following the steps outlined above, the archivist will be automatically notified.
- After all required documents are received, the archivist will review them for accuracy. If any documents are incorrect or missing, the archivist will change the option to "No" and return the closeout to the Project Manager's workflow.
- The Project Manager will make the necessary corrections, save the updates, and resubmit the closeout.
- Once the archivist confirms that all documents are accurate, the submission will be approved and routed to the PPM's workflow for approval.
- After the PPM approves the submission, the Project Coordinator will be notified, and the project status will automatically be updated to **closed**.