

Project Directory

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

PURPOSE OF DOCUMENT:	Provides contact information related to the specific project.			
CROSS-REFERENCE TO FACILITIES MANUAL:	FM4[I]: 4.4.3			
CONTENTS:	Project Directory form			
FOR USE WITH:	✓	Long Form		Brief Form
				Mini Form
COMPLETED BY:	✓	Filling in		Adding Text
				No Data Required
ITS USE IS:	✓	Required		Optional

NOTE: To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

- Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
 - Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.

Modifications and Additions:

None

Comments:

None

PROJECT DIRECTORY

Project Name: {The official name for the project}

Project Number: {Facility Reference Number}

Location: {Name of Facility}

University: The Regents of the University of California

University's Representative: {Contact person or firm}
{address, telephone number and facsimile number}

Design Professional: {Contact person or firm}
{address, telephone number and facsimile number}

Design Professional Consultants: {Contact person or firm}
{address, telephone number and facsimile number}

Address for Stop Notices: {Address}

Address for Demand for Arbitration: Western Case Management Center
6795 N. Palm Avenue, 2nd Floor
Fresno, CA 93704

A copy of the Demand for Arbitration must be sent to: University of California
Office of the General Counsel
1111 Franklin Street, 8th Floor
Oakland, CA 94607-5200