## Project Directory

## Cover Sheet and Instructions

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|  | | | 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 computer diskette. | | | | |
|  | | |  | | | | |
| **PURPOSE OF DOCUMENT:** | Provides contact information related to specific project. | | | | | | |
| **CROSS-REFERENCE TO FACILITIES MANUAL:** | [I]:4.5.5 | | | | | | |
| **CONTENTS:** | Project Directory form | | | | | | |
| **FOR USE WITH:** | Design Build Contract Documents | | | | | | |
| **COMPLETED BY:** |  | Filling in | |  | Adding Text |  | No Data Required |
| **ITS USE IS:** |  | Required | |  | Optional | | |

**Completion Instructions:**

1. Notes, suggested text, instructions and other information is formatted using the following methods:

* Hidden text within brackets. {This is an example of the format.} 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. The instructions and shading will disappear when the required information is typed.
* Suggested text is shaded in gray without brackets (see Modifications and Additions below.)

2. Insert required information/text in appropriate areas.

**Modifications and Additions:**

None

**Comments:**

None

**END OF COVERSHEET AND INSTRUCTIONS**

PROJECT DIRECTORY

|  |  |
| --- | --- |
| Project Name: |  |
| Project Number: |  |
| Location: |  |
| University: | The Regents of the University of California |
| University’s Representative: |  |
| All bidding inquiries shall be directed only to: |  |
| University’s Consultants: |  |
| University’s Representative’s Consultants: |  |
| 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, California 94607-5200