



FACILITIES MANAGEMENT

ACCS FORM 4-A

DATE: _____

TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS TO:

				Firm Name of Project's Lead Design Professional				
OWNER/ENTITY NAME :								
Address:					Phone:			
					Email:			
ARCHITECT FIRM NAME :								
Address:					Phone:			
					Email:			
STRUCTURAL ENGINEER FIRM NAME :								
Address:					Phone:			
					Email:			
MECHANICAL ENGINEER FIRM NAME:								
Address:					Phone:			
					Email:			
ELECTRICAL ENGINEER FIRM NAME:								
Address:					Phone:			
					Email:			
OTHER CONSULTANT NAME:								
Address:					Phone:			
					Email:			
PROJECT NAME:								
LEAD DESIGN PROFESSIONAL:				BID PACKAGE#:				
OWNER PROJECT#:				PHASE#:				
IS THIS SUBMITTAL:				Counties where project's submittal is located:				
For an Open-End O/A Agreement project? Yes No								
For a Project with Bid Pkgs/Phases? Yes No								
BUILDING:	Number of Stories:	Square Footage:		Sprinklered:		Yes	No	
DATA:	Type of Construction:			Type of Occupancy:				
BID DATE:			DOCUMENTS SUBMITTED:	Schematic		Preliminary	Final	
WRITTEN RESPONSE TO PREVIOUS SUBMITTAL:		Yes		N/A				
ARCHITECT & ENGINEER SEALS (Final and Revised Final submittals only): <ul style="list-style-type: none">• The specification cover sheet must bear the primary design professional's seal. The seals, dates, and signatures of all engineering disciplines must appear in the project manual.• All architectural drawings, addenda, ASIs, ASDs, additional specifications, etc., must bear the architect's seal.• All engineering drawings, addenda, ASIs, ASDs, additional specifications, etc., must bear the seals, dates, and signatures of all engineering discipline.								
SUBMITTED BY:				SIGNATURE:				
PROJECT COMMENT LETTER								
ARCHITECT/ENGINEER:				EMAIL:				
OWNER:				EMAIL:				