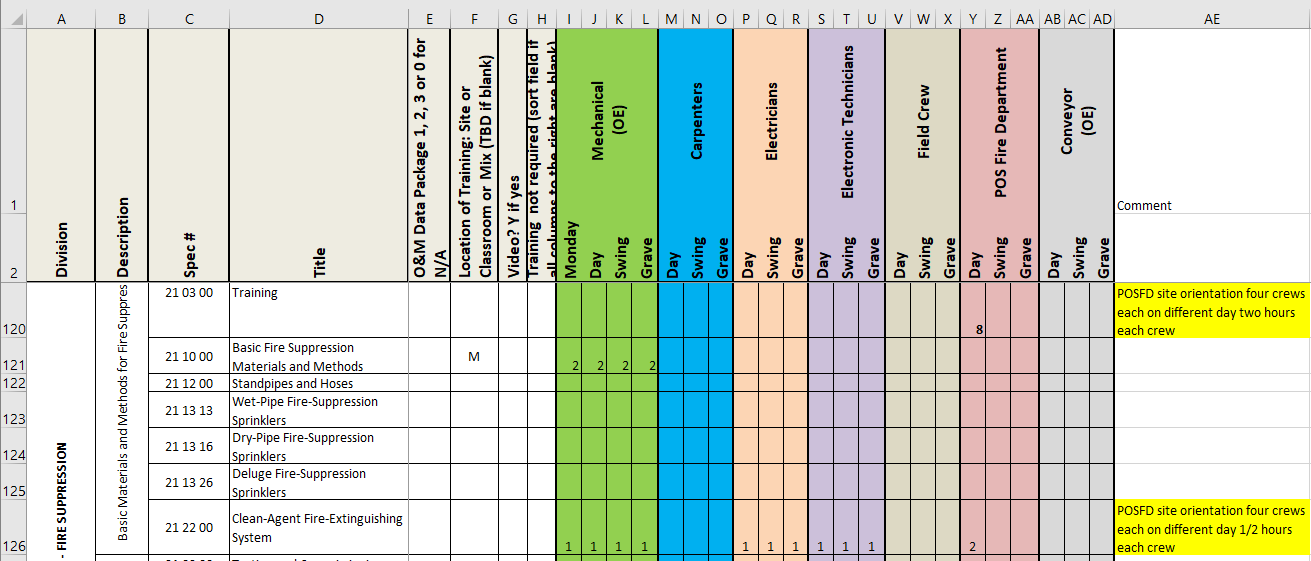
This is an optional appendix – typically only used for large/complex projects. Discuss with PM and Maintenance to determine if it should be included.

An example of a portion of the spreadsheet is shown below, by 90% this is to be replaced by a project-specific, customized guide template of Appendix B.

Project Manager to coordinate with Maintenance (for AVM = Capital Project Liaison (CPL) / for MM = tbd) to populate the hours to show on the spreadsheet. The first 5 columns, populated by A/E or PM, are based on the project submittal requirements of the technical sections.

The spreadsheet content should be started at 60% and updated for the final specification review prior to bid. Use this as a placeholder until it can be switched out with the actual spreadsheet.  
  
PM to include in project expense budget.



End of Appendix B