

**APPENDIX A**

**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

**PROJECT FILE STRUCTURE**



City of San Bernardino  
Municipal Water Department  
195 North "D" Street  
San Bernardino, CA 92402

**FILE STRUCTURE TO FOLLOW  
FOR EPN FOLDERS**

1. PROJECT INFORMATION:

- Examples: Developer/Contractor)
- Information Sheet (Names, Addresses-
  - 8-1/2" x 11" Map of Project
  - Status Sheet
  - Deferral Packet for Tracts: "Final Holds" Letter, Holds List, City Agreement for Deferral & Lien
  - Reports/Studies

2. CORRESPONDENCE:

- Examples:
- Cost Letters
  - Letters of Request from Customers
  - Internal Memos
  - Meeting - Preconstruction
  - E-mails
  - Transmittals (w/attach or w/o attach)

3. CALCULATIONS/LISTS/DOCUMENTATION/REPORTS/AND STUDIES:

- Examples:
- Fire Flows
  - Initial Design Layouts
  - Restrain Joint Calculations
  - Cost Estimate Spreadsheets
  - Environmental Reports
  - ERC/DRC Forms
  - Engineering Reports
  - Fire Department
  - Geotechnical
  - Compaction Reports

4. MAPS AND DRAWINGS:

- Examples:
- Redline Drawings
  - Tract Maps
  - Redline Distribution Sheets
  - Photos
  - Initial Design Layout
  - Plan Checks
  - Packet from C.O. file
  - As-Builts

## **FILE STRUCTURE TO FOLLOW FOR CONSTRUCTION ORDERS**

### 1. FIELD REPORT:

- Examples:
- Inspector's Daily Reports
  - Excavation Permits
  - Field Requisitions
  - Purchase Requisitions
  - Purchase Orders
  - Permits
  - Licenses
  - Shop Drawing Logs
  - Schedule Logs
  - Request for Information Logs
  - Payroll Logs
  - Reports/Studies

### 2. CORRESPONDENCE (By Date Order):

- Examples:
- Cost Letters
  - Memorandums
  - E-mails
  - Fax Cover Sheets
  - Letters
  - Domestic Waste Discharge Work Sheets
  - Transmittals (w/attach or w/o attach)
  - Invoices

### 3. CONSTRUCTION ORDER:

- Examples:
- Construction Orders
  - Work Orders
  - Request For Information
  - Cost Estimate Spreadsheets
  - Receipt of Funds Received
  - Summary of Construction Order
  - Photos
  - Easements/Quitclaim Deed
  - Tract Information
  - Meeting Agendas
  - Customer Service Orders
  - Claims
  - Investigations
  - Change Orders
  - Bid Proposals
  - Specifications

### 4. MAP/DRAWING:

- Examples:
- Drawings
  - Plan
  - As-Builts