

# Project Directory

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## 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.

<b>PURPOSE OF DOCUMENT:</b>	Provides contact information related to the specific project.				
<b>CROSS-REFERENCE TO FACILITIES MANUAL:</b>	None				
<b>CONTENTS:</b>	Project Directory form				
<b>FOR USE WITH:</b>	✓	Long Form		Short Form	Brief Form
<b>COMPLETED BY:</b>	✓	Filling in		Adding Text	No Data Required
<b>ITS USE IS:</b>	✓	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. {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. {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}  
{e.g., outside construction management firm, testing laboratories.}

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, 8<sup>th</sup> Floor  
Oakland, CA 94607-5200