## Cover Sheet and Instructions

PROJECT DIRECTORY

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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 electronic media. | | | | |
|  | | |  | | | | |
| **PURPOSE OF DOCUMENT:** | Provides contact information related to the specific project. | | | | | | |
| **CROSS-REFERENCE TO FACILITIES MANUAL:** | FM4[I]:[4.4.3](http://www.ucop.edu/facil/fmc/facilman/volume4/part1/ch4.html#part43) | | | | | | |
| **CONTENTS:** | Project Directory form | | | | | | |
| **FOR USE WITH:** | ✓ | Long Form | |  | Short Form |  | Brief Form |
| **COMPLETED BY:** | ✓ | Filling in | |  | Adding Text |  | No Data Required |
| **ITS USE IS:** | ✓ | 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:**

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.

**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: |  |
|  |  |
| Design Professional: |  |
| Design Professional Consultants: | {e.g., outside construction management firm, testing laboratories.} |
| Address for Stop Notices: |  |
| 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, CA 94607-5200 |