

01 78 25 – DATA BINDER RECEIPT

PART 1 - GENERAL

1.01 CONTRACTOR PREPARATION AND USE OF THIS FORM

A. Use this form or a reasonable facsimile to verify delivery of Data Binders. Fill in the identifying information following this paragraph, then use the prepared form as a receipt, for signature by the person to whom Data Binders are delivered. Provide a copy of the receipt with the Application for Payment.

1. For the Application for Payment commensurate with Substantial Completion, provide a copy indicating delivery of Operating and Maintenance Data Binders.
2. For the Application for Payment commensurate with Final Completion, provide a copy indicating delivery of Project Data Binders.

B. Identifying Information:

1. For the Work:

Project Name: _____

Institution: _____

Location: _____

SBC No.: _____

2. For the Data Binder(s), mark only one of the boxes below:

	Only Operating & Maintenance Data Binder (due at substantial completion inspection)
	Only Project Data Binder (due at final inspection)
	Both Data Binders

1.02 RECIPIENT SIGNATURE

A. By signature below, recipient acknowledges receipt of the Data Binder identified above, but does not certify the completeness or correctness of the Data Binder.

Recipient Signature:

Recipient's name and title or
affiliation with Owner or Designer

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION