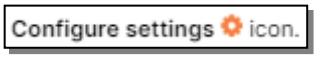
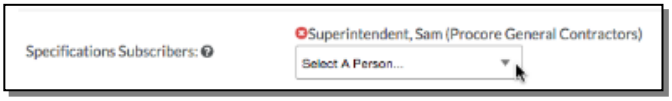
Purpose:

The purpose of this Standard Operating Procedure is to ensure that all Drawings and Specifications (Contract Documents) are tracked, published, distributed, and utilized consistently by the Project Team (Owner, Architect, Project Manager, Assistant Project Manager, Project Engineer, Superintendent, Assistant Superintendent, and Trade Partners) for the purposes of constructing the scope of work reflected and per Project Buyout / Executed Commitments. Following these SOP guidelines will help the Project Team ensure that all team members have access to the most current drawing and specification set while providing a historical context of changes/addendums.

Procedure:

A) SPECIFICATIONS – INITIAL PROJECT SETUP: Upon the Pre-Construction Project Turnover Meeting (EST-PM) and Contract Execution, the Contract Specifications should be uploaded and published to Crain's Project Management System (Procore) for distribution and utilization by the Project Team.
   1. Confirm date and revision number of Contract Specifications with the Pre-Construction Manager
   2. Confirm the file location of Contract Specifications with the Pre-Construction Manager in Crain's project files on the file server. This information may be communicated and discussed during the Project Turnover Meeting (EST-PM).
   3. Set up Specification Log Subscribers:
      a. Navigate to the project's Specifications tool.
      b. Click the 

      c. Add subscribers to the tool's distribution list. Procore will send an auto generated email notification to these users whenever a new set or revision is uploaded or added to the Specifications tool.

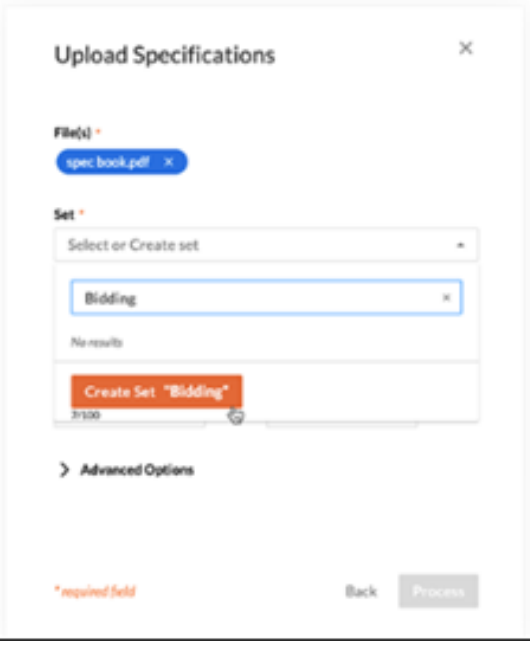


4. Upload the Contract Specifications to Crain's Project Management System (Procore) via Project Tools: Specifications.
    a. Specifications are required to be in a PDF format, and it is recommended that you upload the specification book as one PDF instead of uploading each section as a separate file. This will make the review process much faster and more organized.
    b. Navigate to the project's **Specifications** tool.
    c. Click Upload Specifications
    (1) Note: Upon upload, Procore will use text extraction to automatically split up the PDF into its individual spec sections.
    d. Choose one of the following options for selecting your specification file:

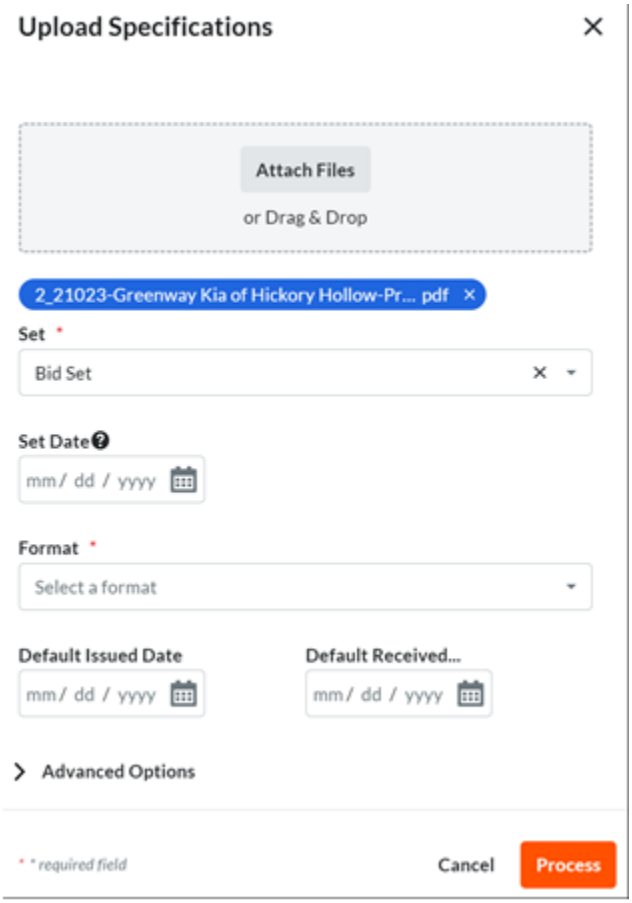
e. Click **Attach**

Note: Fields with an asterisk (*) are required.

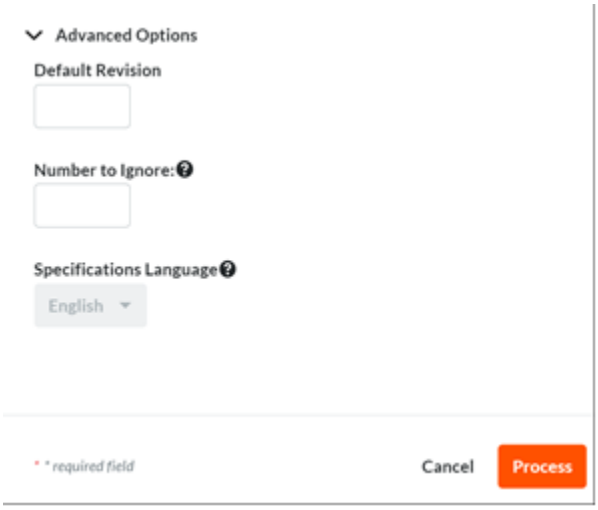
- **Set***: Click the drop-down menu to select an existing set or create a new one.
  - **Create New Set**:
    1. Enter the name of the new set into the Search bar.
    2. Click **Create Set**.



(1) For tracking purposes, name the specification set accordingly (e.g. Bid Set, Contract Set, GMP Set)
(2) Provide the following information about the specification being uploaded:



(a) Set Date: Provide date of the specification set.
(b) Format: Select Master Format CSI
(c) Default Issued Date: Providing this date will unify each specification section to be published with the same date entered.
(d) Default Received Date: Providing this date will unify each specification section to be published with the same date.
(e) Advanced Options:



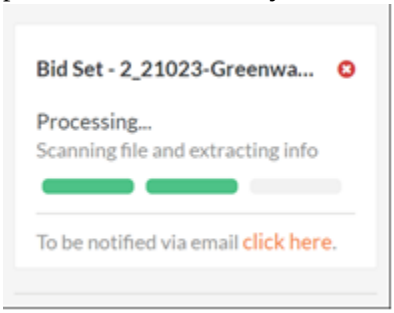
Default Revision: Providing this information (Bid Set, Addendum #1, etc) will unify each specification set to be published with the same revision number and prevent the number from having to be entered each time during the process of uploading.

Number to Ignore: Sometimes numbers that resemble a spec section number (such as a project number) make it harder to accurately split up and auto-label the specification sections. Entering a number like that here may improve the results of your upload and assist with Procore's text extraction and signify Procore to not utilize this number as the specification section number.

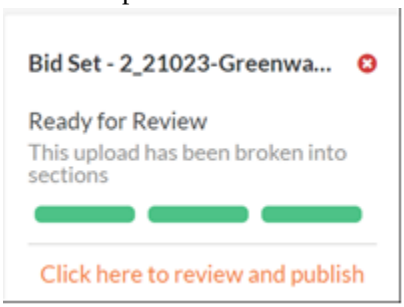
Specifications Language: This should default to English.

(a) Click Process

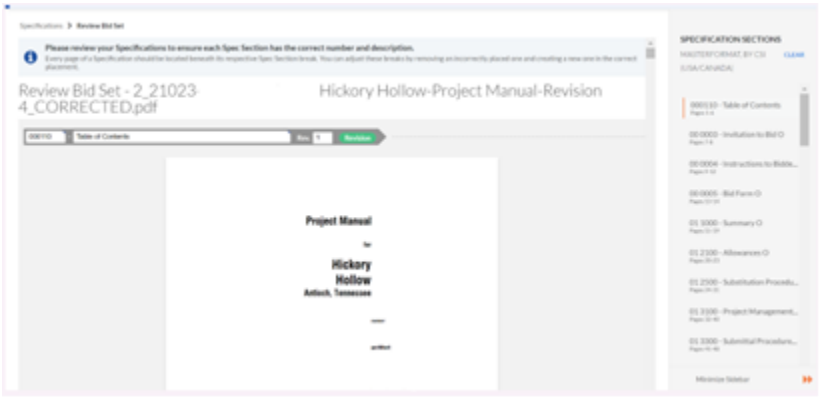
3) The files are then uploaded into Procore and processed. You can track the status of the file uploads in the right pane. If the file is larger, you can click click here as seen below and Procore will send an auto generated email and let you know when the files have been processed and are ready for review.



4) When the file is processed, the right pane window will appear with three green bars and state the upload has been broken into sections. Click Click here to review and publish.

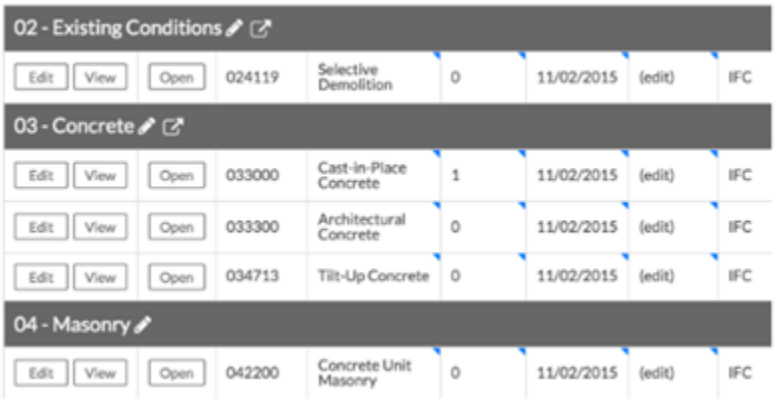


5) The specifications are automatically divided into their respective spec sections, along with their title and number. However, if any of the fields are incorrect or missing, you can manually edit or add them along with adjusting any page breaks as necessary. Do not assume Procore processed the text extraction correctly. <u>Review each spec section number and title to ensure the text was extracted correctly by Procore and make any edits required prior to publishing.</u>



(a) To edit a spec section number, title, or revision number: click the text you want to edit, edit the title or number, and save your changes by clicking outside of the text filed. To remove a page break click **Remove Break**. To add a page break click **Add Break**.

6) Publish the Specifications:
   (a) Next to each page break, click Publish [section title] to publish an individual section to the Specifications Log.
   (b) At the bottom of the page, click Leave and Resume Later to save your progress to finish later. This is helpful if you're dealing with a large specification to process.
   (c) At the bottom of the page, click Publish All once your review is complete.
   (d) After you publish the sections, the sections will be divided into divisions based on the first two numbers of the section.



B) SPECIFICATIONS – REVISION / ADDENDUM: Upon the Project Manager receiving a specification revision / addendum from the Architect the specifications should be uploaded and published to Crain's Project Management System (Procore) for distribution and utilization by the Project Team in a timely fashion to ensure that all team members have access to the most current information.
   1) Confirm date and revision number of the Specification revision.
   2) Save the revised Specifications in Crain's project files on the file server. If needed, coordinate with the Pre-Construction Estimator if the estimator is involved in pricing efforts and in communication with the Architect to avoid file duplication on the file server.
   3) To upload and publish specification revisions follow the similar steps noted above.
      a) a) If a default revision number is not specified during the upload process, Procore will auto-increment the spec section revision number based off the previous set's revision field.

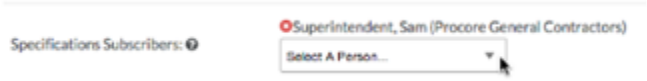
C) DRAWINGS – INITIAL PROJECT SETUP AND REVISIONS: Upon the Pre-Construction Project Turnover Meeting (EST-PM) and Contract Execution, the Contract Drawings should be uploaded and published to Crain's Project Management System (Procore) for distribution and utilization by the Project Team.
   1) Confirm date and revision number of Contract Drawings with the Pre Construction Manager. Note: It is important that the filename of drawings exactly matches the following format: Drawing Number_Drawing Title.pdf prior to uploading drawings to Procore.

2) Confirm the file location of Contract Drawings with the Pre Construction Manager in Crain's project files on the file server. This information may be communicated and discussed during the Project Turnover Meeting (EST-PM).
3) Set up Drawing Log Subscribers:

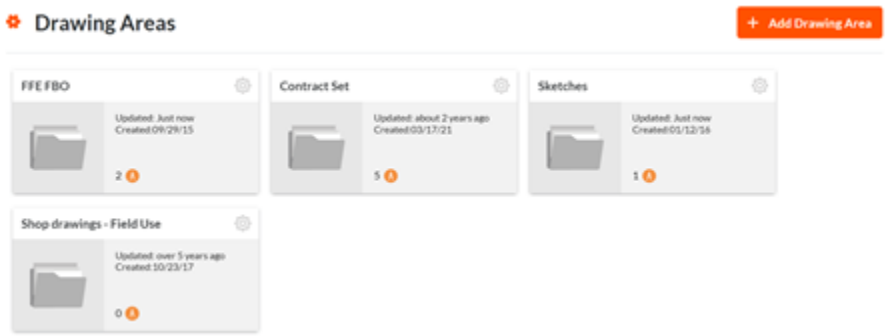
a) Navigate to the project's Drawings tool.

b) Click the Configure settings icon.

c) Add subscribers to the tool's distribution list. Procore will send an auto generated email notification to these users whenever a new set or revision is uploaded or added to the Drawings tool.

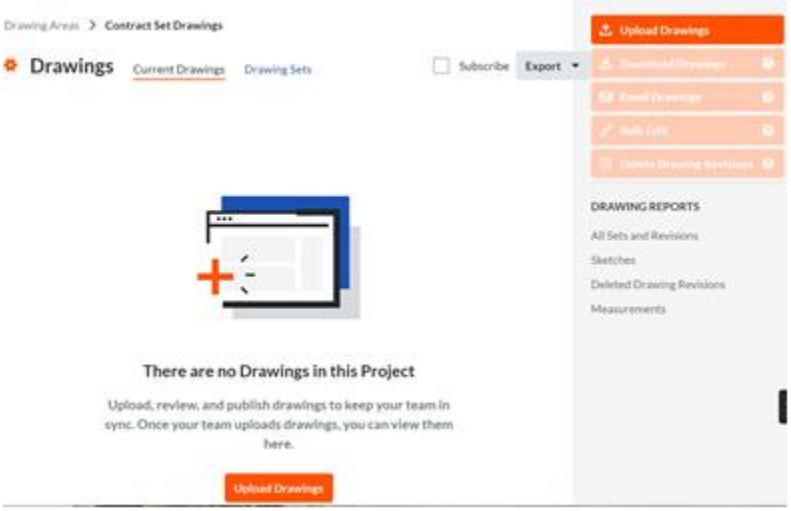


4) Upload the Contract Drawings to Crain's Project Management System (Procore) via Project Tools: Drawings.
   a) Drawings must be uploaded in a PDF format.
   b) In the Drawings tool, setup Drawing Areas which assist with managing drawings sets. Add Drawing Area(s) as needed for file organization.

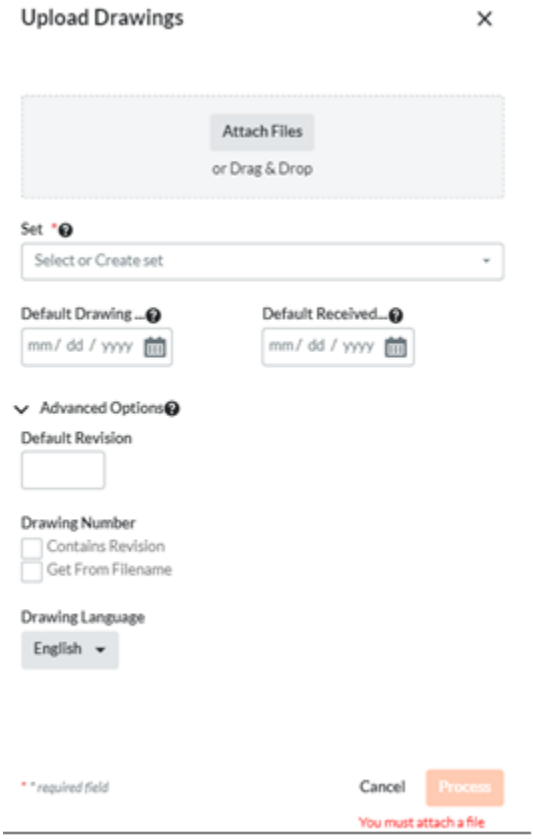


   c) The contract set of drawings should always have a Drawing Area labeled 'Contract Set'. All contract drawings should be uploaded to the Drawing Area labeled 'Contract Set' as in the example shown above.
   d) Once 'Contract Set' Drawing Area has been created, click on Contract Set to begin the process of uploading drawings.

e) Click on the Uploaded Drawings:



f) Click Attached Files or Drag and Drop files.

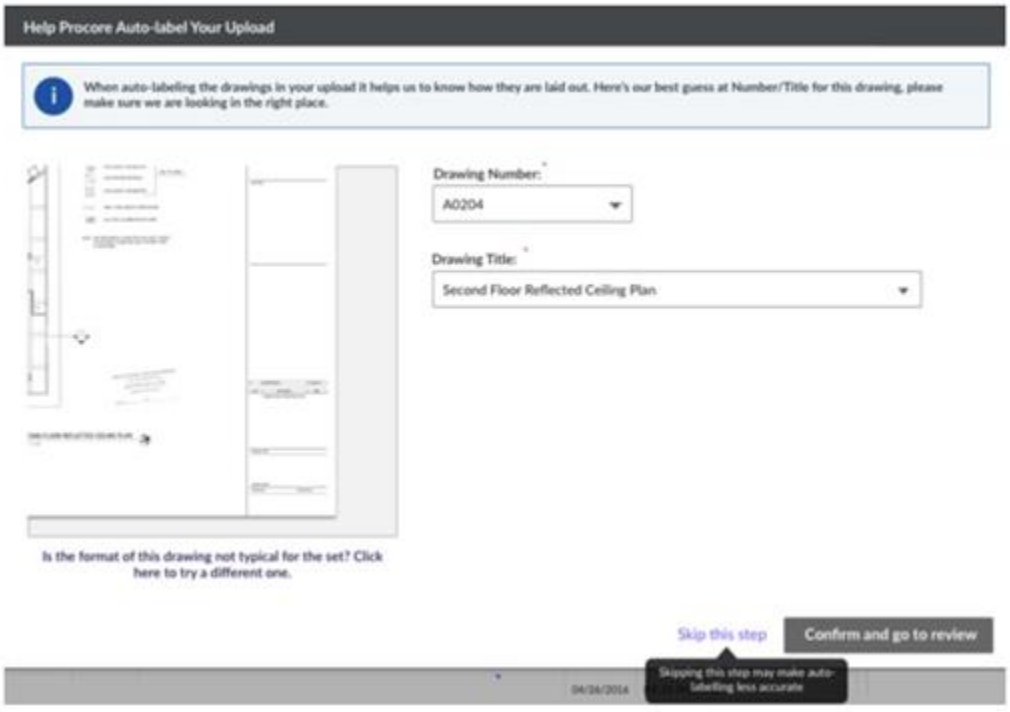


(1) An Asterisk (*) denotes a required field.\
(2) **Set*:** Create a set name (e.g.Bid Set)
(3) **Default Drawing Date:** Indicates the date the drawings were authored. The date selected here will appear as the 'Drawing Date' on all drawings in the seet.
(4) **Default Received Date:** Indicates the date the drawing was received or issued by the creator of the drawings (Design Team)
(5) Advanced Options:
  (a) **Drawing Revision:** If your set has a default drawing revision number or letter, enter it here. The revision entered here will be the set as the 'Revision' on all drawings in this upload. This should be used when the revision is known and is the same for all drawings in the upload. If a default revision is not specificed, Procore will use the drawing number to determine the revision.
  (b) **Drawing Number:** Contains Revision: Mark the checkbox if the drawing numbers in this set have a decimal number followed by two digits at the end (e.g. A203.01). The number will be separated at the decimal. [Example: first part of number becomes the Drawing Number (A203) and second part becomes the Revision (Rev 01)].
  (c) **Get from Filename:** Mark the checkbox if you want Procore to pull the number and title of an individual drawing based off of the filename. This will bypass Procore's OCR (optical character recognition) and result in higher accuracy in the naming of the drawings.

g) Click Process: A process indicator exists in the side panel. When the upload is complete, you will receive an auto generated email from Procore.

h) Click here to review the drawings.

i) If your drawing upload contains eight or more sheets, your will see the 'Help Procore Auto-Label Your Upload' window:



j) In the window verify Procore has read the drawings correctly by selecting the correct number and drawing title. If correct, click Confirm and Go to Review.

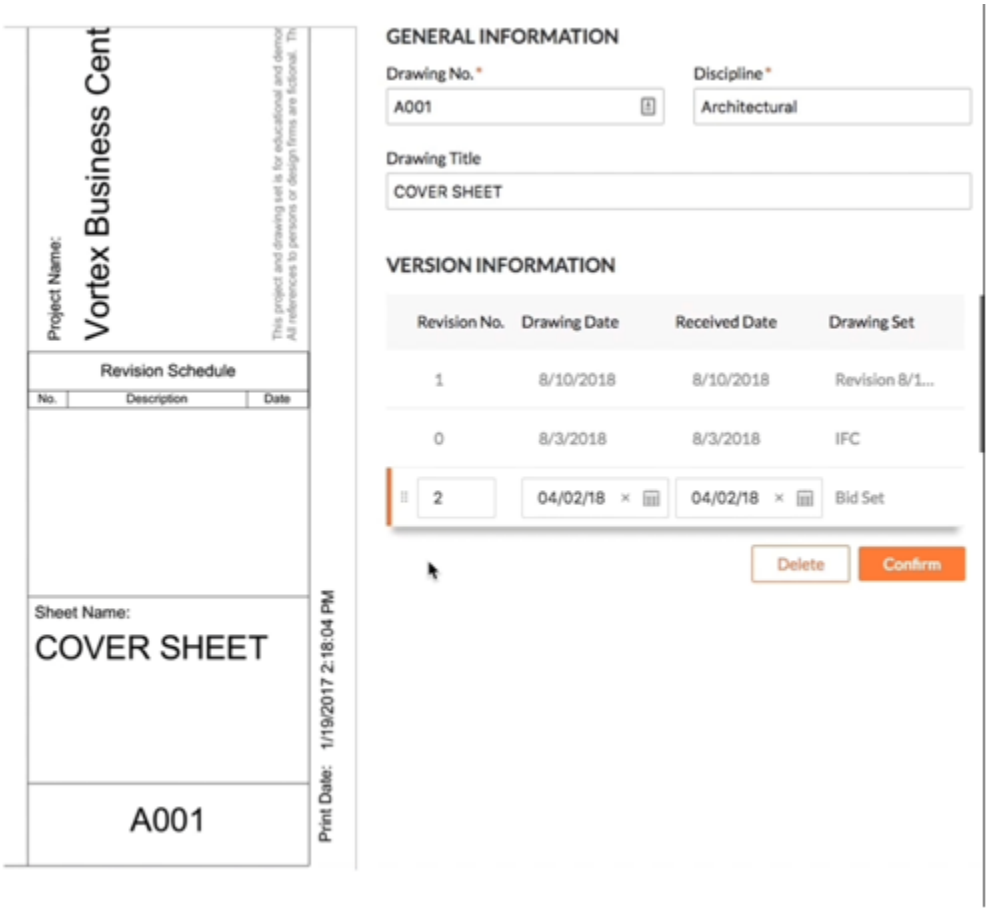
k) Verify all fields match the drawing sheet before confirming.

(1) **Drawing No**: Verify the drawing number.

(2) **Discipline:** Verify the drawing discipline (e.g. Architectural, Civil). This classifies the drawing by the discipline it represents.

(3) **Drawing Title**: Verify the tile of the drawing.

(4) **Versions:** Versions are ordered according to the Drawing Date field. The version at the top is considered the current version.
(5) **Revision:** Verify the revision field.



6) Click Confirm; however, click thru the set of drawings to ensure all the information is correct before confirming each sheet in bulk.

l) The drawings will have an "unpublished" status until they are published. You will see the following banner:

(1) Click **Publish & Distribute** to publish the drawings and send a notification email and push notification to drawing log subscribers.
(2) Click **Publish** to publish the drawings without sending a notification email to drawing log subscribers. If this option is selected, a notification by email should be sent to the Trade Partners and Crain Project Team for notification.