

TITLE **FILING SYSTEM OF DOCUMENTATION FOR MAJOR BT PROJECTS (A/E & CM) WITHIN THE OFFICE OF ASSOCIATE VICE PRESIDENT FACILITIES MANAGEMENT**

OBJECTIVE AND PURPOSE Develop and maintain filing documentation for BT Projects (A/E & CM) from the executed Facilities Program through to the Contract within the .

RESPONSIBILITY **ACTION**

ADMINISTRATIVE ASSISTANT All original Facilities Programs are to be filed in the office:

