



## Illinois Department of Corrections

### Administrative Directive

Number: <b>05.02.121</b>	Title: <b>Storage of Construction Contract Documents</b>	Effective: <b>10/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	05.02.121 effective 4/1/2021

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1F-01, 5-ACI-1F-02, 5-ACI-2F-01
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

#### I. POLICY

The Department shall store and maintain documents related to new construction or changes in the physical structure or functionality of all Department-owned correctional facilities.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to establish a written procedure to ensure proper care and storage of contract documents used in construction of Department-owned correctional facilities.

##### B. Applicability

This directive is applicable to all Department-owned correctional facilities.

##### C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

##### D. Definition

Contract documents – the plans and specifications of each Department-owned correctional facility approved by the Capital Development Board or the Capital Programs Unit for use in the bidding process. Examples of contract documents include, but are not limited to, actual drawings, specifications, addenda and change orders.

##### E. Requirements

The Chief Administrative Officer of each Department-owned correctional facility shall ensure:

1. Contract documents for future renovation and ongoing preventative maintenance are preserved.
2. A set of "As Built Drawings" and the initial contract documents, if either exists, are preserved and maintained. Drawings and specifications, respectively, shall be bound together firmly to prevent loss of sheets.
3. The facility has a designated storage area where the contract documents and drawings shall be filed and maintained in accordance with approved records retention schedules. The storage area shall be readily accessible to authorized personnel.