

e-Builder Process 16: Submitting a Jobsite Safety Checklist

1. Login to e-Builder

- Navigate to <https://fp.ucf.edu/>
- Select yellow e-Builder button
- Enter NID and NID password

2. Click the **PROJECT TAB**, and select the project for which you have completed the jobsite safety checklist.

Project ID Number	Project Name	Project Manager	UCF Building Number	UCF Building Name	Department	Project Status	Priority
15004002	15004002 Renovate former elec rm for a flame channel	Christopher Harris	0004	STORM WATER RESEARCH LAB	College of Engineering and Computer Science	Active	3 - Expedite (Adj. JSC or Improvements)
15004002.1	15004002.1 Renovate former elec rm for a flame channel	Christopher Harris	0004	STORM WATER RESEARCH LAB	College of Engineering and Computer Science	Active	5 - Routine

Or use the dynamic search field in the upper-right corner to search for the project using the project number.

Project ID Number	Project Name
20815101	20815101 Partnership IV - HVAC Rooftop Unit Replacement

3. Select the **PROCESSES** tab in the project menu on the left side of the screen.

4. Select the **START PROCESS** button in the upper right corner.

5. Select Process 16 – Jobsite Safety Checklist (JSC)

Process Name	Description
09 - Owner's Substantial Completion (OSC)	Process for working through standard completion procedures
10 - Final Completion and Closeout (FCDO)	This process is used when a project has achieved all the technical and performance requirements set out in the construction contract.
12 - Request For Information (RFI)	RFI process
13 - Facilities Support Request (FSR)	Process for requesting a work order from Work Control
14 - Document Request Form (DFR)	Request plans and other project-related documents.
16 - Jobsite Safety Checklist (JSC)	Filed out by the PM at the end of a project. Initiated by the PM or the FCDO process.
97 - Architect Evaluation Survey (AES)	Filed out by the PM at the end of a project. Initiated by the PM or the FCDO process.
98 - Contractor Evaluation Survey (CES)	Filed out by the PM at the end of a project. Initiated by the PM or the FCDO process.
99 - Project Close-out Survey (PCOS)	Survey sent to the campus client at the end of a project. Initiated by the PM.

6. Read the instructions in the blue box, answer required questions, upload the jobsite safety checklist, and click **SUBMIT**.

Please complete the fields below, and upload the jobsite safety checklist. Please comment any remedial action was taken. If there were any serious safety infractions, repeated behavior, or the issue affected the client / building occupants, please route the process to your manager for review & feedback.

Site Verification
 Manager Verification

Prime Contractor Company Name: _____

Jobsite Checklist:

Submit