Submitting a PDC Document Request

Login to e-Builder:

Outside vendors:	UCF Staff:
Go to https://www.e-builder.net/ • **Login with your email and password**	Go to https://fp.ucf.edu/ • **Select yellow e-Builder tab** • **Login with your NID and NID password**

For requests related to established PDC projects, i.e. those with an 8-digit project number (e.g. 24053004): Search the project number using the All Projects search bar:

For requests not related to established PDC projects: Type FP100 into the search bar and select File Request Repository. If the Repository is not visible, please contact john.settle@ucf.edu to provide the proper access.

For either type of request:

Go into the Processes page, then select the Start Process button on the right side of the screen:

Select Process 14 - Document Request Form (FP100):

Start a process on z-23TRN006 Training Project 2023 6

Processes

Process Name
01B - Change PDC Project Name and Number (CPN)
02 - Project Charter Process (PCP)
03 - Vendor Selection	Bid Review (BIDVS)
04 - Drawing & Design Plan Review (DDPR)
05 - Budget Approval Process (BA)
05 - Budget Change Approval (BCA)
05 - Commitment Approval (CA)
13 - Facilities Support Request (FSR)
14 - Document Request Form (FP100)
16 - Jobsite Safety Checklist (JSC)

Planning, Design and Construction — UCF

Read and acknowledge the language regarding document confidentiality:

14 - Document Request Form (FP100)   [Instructions]

Start Process   [Print] [Check Spelling] [Submit] [Save Draft] [Cancel]

Project:	z-23TRN006 Training Project 2023 6
Project Number:	23TRN006
Process:	14 - Document Request Form

Details | Documents (0) | Attached Processes (0) | Attached Forms (0)

Expand All | Collapse All

Document Request Instructions ^

Please complete the data fields below. If you have questions, please contact the archivist at John.Settle@ucf.edu. The more detailed information we have about your request, the more likely you will receive the correct documents.

Once the form has been submitted it will be routed to the UCF Contact listed below for approval and to the archivist to fulfill the request.

Once the documents have been located and approved for release, they will be available for pick-up within this process. You will receive an email notification from e-Builder when they are available.

Document Requestor's Acknowledgements ^

All persons who receive / request documents must read and acknowledge the language below regarding document confidentiality.

* Requestor's Acknowledgment 1: Pursuant to this request for documents, you may be provided certain information relating to university infrastructure, including, but not limited to, blueprints, schematics, MEP drawings, and other proprietary, sensitive information (hereinafter "Confidential Information"). Requestor acknowledges that the duty to hold in confidence Confidential Information shall remain in effect indefinitely, and certifies that it will (a) limit disclosure of any Confidential Information to its directors, officers, employees, agents or representatives (collectively "Representatives") who have a need to know such Confidential Information in connection with the proposed university project, and only for that purpose; (b) advise its Representatives of the proprietary nature of the Confidential Information and of the obligations to keep the Confidential Information confidential; (c) shall keep all Confidential Information strictly confidential by using a reasonable degree of care, but not less than the degree of care used by it in safeguarding its own confidential information; and (d) not disclose any Confidential Information received by it to any third parties. At a minimum, all electronic transmissions of the Confidential Information must have appropriate security measures, including but not limited to, one or more of the following: password protection, individual user authentication, and/or expiration dates of the storage of digital content. Requestor acknowledges that the University does not warrant the accuracy or completeness of any drawings, schematics or other information provided. The use of such drawings or schematics is at Requestor's own risk.
○ Acknowledged

* Requestor's Acknowledgment 2: Requestor acknowledges that the Confidential Information which may be disclosed pursuant to this request is of a unique and valuable character, and the damages that would result to the University from the unauthorized dissemination of the Confidential Information would be impossible to calculate. Therefore, Contractor hereby agrees that the University shall be entitled to injunctive relief preventing the dissemination of any Confidential Information in violation of the terms hereof. Such injunctive relief shall be in addition to any other remedies available hereunder, whether at law or in equity. University shall be entitled to recover its costs and fees, including reasonable attorneys' fees, incurred in obtaining any such relief. Additionally, Requestor shall be held liable and shall indemnify and defend the University against cost, fines, penalties, or any civil or criminal action resulting from any unauthorized disclosure of such Confidential Information.
○ Acknowledged

Fill in the remaining fields to the best of your knowledge. For UCF staff, select "UCF" from the drop-down menu under Requesting Business. For outside vendors, if your company is not listed in the drop-down menu, select *Other, and enter the full business name in the appropriate field:

Requesting UCF Department Information ^

* UCF Contact or Project Manager: [?]	[_____]	UCF Department: [?]	[_____]

Requesting Business Information ^

Choose the name of the business requesting the files in the dropdown box below. If the business is not listed, choose Other at the end of the list.

* Requesting Business:	If the business is not on this list, choose Other at the top and type the business name into the field below. -- Please select an option -- ▾	Requesting Business Name (Other):	[_____]
* Contact Name:	[_____]	* Contact E-mail Address:	[_____]
* Business Service Provided:	[_____]		

List the building(s), room(s), type of files, preferred format, and purpose for the request, in the last section:

Files Requested ^

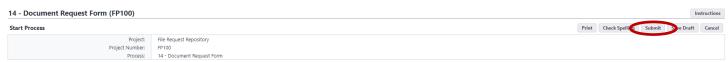| * Building Name:	CREOL
* Building Number:	53
* Room Number:	All
* Scope of Work:	☐ New Construction ☐ Repair/Replace/Renovate ☑ Alteration/Addition/Remodel ☐ Demo/Remove ☐ Site/Utility ☐ Planning / Feasibility Study
* File Types Requested:	☑ Architectural ☐ Civil/Site ☑ Mechanical ☑ Electrical ☑ Plumbing ☐ Structural ☑ Fire ☑ Life Safety ☐ Specifications ☐ Reports ☐ O&M ☐ Close-out ☐ Warranty ☐ Ground ☐ Roof ☐ other
* File Formats Requested:	☑ CAD ☐ PDF
* Purpose for Sensitive Data:	Remodel of lab room 304
* Detailed Description of Sensitive Data Requested: [?]	Drawings that show the layout and systems for the entire building

[Print] [Check Spelling] [Submit] [Save Draft] [Cancel]

If the request includes multiple buildings, just list the building numbers, do not submit multiple requests:

Files Requested

* Building Name:	Multiple
* Building Number:	5, 21, 52, 80, 123
* Room Number:	All

Be sure to click the Submit button to initiate the process, which will then route to the UCF Contact for approval, then to the Archivist to provide the documents:

14 - Document Request Form (FP100)   Instructions

Start Process   Print Check Spelling Submit Save Draft Cancel

Project:	File Request Repository
Project Number:	FP100
Process:	14 - Document Request Form

Once the process is finished, you will receive an email notification from e-Builder that contains a link to the files. Or you can open the process from your home page:

e-Builder.

| My Home | Dashboard | Projects | Planning | Forms | Processes | Documents | Calendar | Contacts | Bidding | Cost | Schedule | Reports | Setup | ... |

UNIVERSITY OF CENTRAL FLORIDA

Welcome, John!

Announcements ...

Training Resources
Please visit the PDC website for a variety of e-Builder training resources both in print and video. https://fp.ucf.edu/resources/ebuilder/

My Processes

Project	Instance	Subject	Step
z-23TRN006 Training Project 2023 6	FP100 - 1	FP100 request from UCF for z-23TRN006 Training Project 2023 6 on 12/12/2023	Initiator Acknowledgement

In the final step, you will download the files, then select Files Received from the drop-down menu and click Take Action:

14 - Document Request Form (FP100) - 1   Delete Instance

                                                  Files Received ▼ Take Action Check S

Project:	z-23TRN006 Training Project 2023 6	Project Number:	23TRN006
Process Document:	FP100 - 1	Overall Due Date:	
	Show History	Current Actors		
Current Workflow Step:	Initiator Acknowledgement Show Workflow Diagram	Step Due Date:	
Subject:	FP100 request from UCF for z-23TRN006 Training Project 2023 6 on 12/12/2023		
Status:	Approved (awaiting pick up)		

| Details | Comments (0) | Documents (1) | Attached Processes (0) | Attached Forms (0) | Attached To (0) |

Expand All | Collapse All

File Recipient Instructions

The files you requested are available at the file field below. Please download the documents and review them. If you have received all that you requested, please select "Files Received" f
Action" button.

If you require additional documents related to the same request, you may resubmit the request to the archivist by selecting "Resubmit" from the drop-down menu and clicking the "Take A

Archivist Provides Requested Files

Files:	🅟 89_PC_B_FLOOR_PLANS_1999.pdf (version 1)
	Properties	Download (5.7M)	Redline