



GI ELECTRICAL SERVICES, LLC

We Served Once, Now Let Us Serve You!
SDVOSB | VBE | SDB | SB | MB

PA HIC # PA135004

717-538-9149
joe@gielectricalservices.com
www.gielectricalservices.com

GIES_PM_003

SUBMITTAL REGISTER

PROJECT MANAGEMENT

SUBMITTAL REGISTER

GI Electrical Services, LLC

PURPOSE

Use this controlled project management record to track responsible parties, open items, dates, procurement, RFIs, submittals, meetings, schedule, and changes.

SCOPE / USE

Applies to active projects, public-sector work, commercial projects, and any job with multiple tasks, deliverables, stakeholders, or dates.

DOCUMENT / JOB INFORMATION

Customer / Agency		Project / Site	
Date		Prepared By	
Location / Area		Work Order / Ref.	
Document Status		Revision / Version	

QUICK CONTROL CHECKLIST

- Project team identified
- Open actions assigned
- RFI/submittal status checked
- Next update scheduled
- Schedule reviewed
- Long-lead items tracked
- Changes logged
- Record filed

PRIMARY RECORD TABLE

Submittal	Spec / Section	Status	Date

NOTES / FOLLOW-UP / ATTACHMENTS



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REVIEW / AUTHORIZATION

Prepared / Reviewed By

Customer / Approver

Signature

Date



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SUPPLEMENTAL DETAILS / CONTINUATION

DETAILED SCOPE / EXISTING CONDITION / BASIS OF RECORD

ATTACHMENTS / PHOTOS / REFERENCES

Attachment / Photo / Ref	Description	File Name / Location	Included
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

OPEN ITEMS / CORRECTIVE ACTIONS / NEXT STEPS

Open Item / Deficiency	Responsible	Due Date	Closed / Notes

FINAL NOTES