



Project Management & Construction Services

Standard Operating Procedures

I. TITLE: ELECTRONIC SUBMITTAL OF DESIGN DOCUMENTS

II. **Purpose:** Receive all electronic project files in time to update record drawings and FAMIS space information before substantial completion so building occupants can assign inventory before moving in to spaces.

III. Actions

1. During Design Phase, submit floor plans to PMCS CAD Supervisor for assignment of room numbers.
2. At Pre-Construction, submit floor plans to PMCS CAD Supervisor for verification of assigned room numbers.

- Ensure that Design Professional provides one (1) electronic version of all required design drawings in the specified format at the following times during the project execution per the enclosed chart:

Phase of Completion	CADD Drawings	#	Deliver to
100% DD (showing room No's)	Architectural Floor Plans	1	PMCS CADD SUPER
100% Final CD's	Full Bid Set & Specs	1	PMCS CADD SUPER

3. Provide all “as bid” CAD documents to PMCS CADD Supervisor.

The 100% DD submittal noted above shall be provided to the PMCS CADD Supervisor to verify compliance with PMCS Room Type, Room Numbering, and other System Standards. After comments have been received back from PMCS and implemented on the drawings, a check set shall be provided to the PMCS CADD Supervisor to validate that all comments have been fully implemented on the drawings. PM shall obtain signed acknowledgement from CADD Supervisor indicating room numbering and other standards meet guidelines.

4. At Substantial Completion phase, provide “as built” CAD documents and PDF's of scanned field docs to CADD Supervisor as outlined in the Additional General Conditions.

References



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The University of Texas at Austin, Office of Institutional Research, Building Room Codes, <http://www.utexas.edu/academic/oir/bldgrmcodes/Appendix-C.pdf>

The University of Texas at Austin, PMCS, Design and Construction Standards, Signage of Room Numbers, <http://www.utexas.edu/pmcs/dcstandards/signage/roomnum.pdf>

The University of Texas at Austin, PMCS, Design and Construction Standards, CADD Standards Manual, http://www.utexas.edu/pmcs/dcstandards/resources/A_E_CADD_STD_000.pdf