

**PMCS GUIDELINES FOR DOCUMENT SUBMITTALS**  
**Updated 15 May 2015**

The purpose of these Guidelines is to assist Professional Service Providers (PSP) in the preparation of the documentation that will be reviewed by the Technical Review Team (TRT) at the different phases of document submittals. The PSP shall reference the [UT Austin Design and Construction Standards](#) for the Required Deliverables and Article 1 of the Master Agreement for Services and Responsibilities.

The PSP shall provide the usual and customary Basic Services necessary and reasonably inferable to complete the individual Project Assignments and each phase of the project. **The requirements established in this document shall not release the PSP from any obligations set forth in the Master Contract.**

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## SCHEMATIC DESIGN PHASE (SDs)

Following are drawings typically included in a set of Schematic Design review documents and the information that should be included in each set of documents.

### General Notes

1. Physical samples for interior finishes are required to be submitted at Design Development and reviewed by UT Reviewer/UT Project Manager prior to client presentation to determine the appropriate color/pattern/texture.
2. At minimum, three hard copies are to be supplied by the PSP per the Master Agreement. It will be the responsibility of the Project Manager and PSP to negotiate the need, use and any additional document reproduction costs on a project-by-project basis.
3. PSPs shall use the PMCS Standard CAD sheet templates, including cover sheet, TAS Sheets, and general format.
4. PSPs need to thoroughly review the UT Uniform General Conditions, Additional General Conditions, and Special Conditions, and ensure their Division 1 is not in conflict.

### Project Data Sheet

1. All applicable codes and standards and code analysis summary
2. Use group classification, construction type, etc.
3. Compliance with Means of Egress
4. Reference the Life Safety Code Analysis
5. Component Institution's name and address
6. Date of documents
7. Project Architect/Engineer's consultants' names and addresses
8. CP Project Number on all the documents.
9. Provide the building name abbreviation adjacent to the project name.
10. Identify the stage and percentage of the review documents.
11. Overall UT Austin site plan including a North Arrow.
12. Vicinity map and street address.

### Index Sheet

1. Started list of drawings including sheet titles and sheet numbers.

- a. Sheet titles and numbers should read exactly the way they do in the individual drawings.

### Demolition Plans for renovation projects

1. Consult with the PMCS Project Manager and owner for all items to be removed and to where (i.e. discard, return to owner).
2. Indicate existing flooring and ceilings to be removed and indicate limits of removal.

### Floor Plans

Provide:

1. Sheet titles and sheet numbers on all the sheets identical to the Index Sheet.
2. Graphic scales on all the plan sheets.
3. Column lines designations.
4. Room names and numbers.
5. Dimensions.
6. Match lines and reference adjacent areas for floor plan continuation.
7. North arrow. Preferably pointing towards the top of the drawing. If that is not possible, the North arrow should point towards the left.
8. Key plan on all the floor plans.
9. Required fire-rated and smoke enclosures.

### Discipline Drawings

1. Started Civil, Structural and MEP drawings

## DESIGN DEVELOPMENT PHASE (DDs)

Following are drawings typically included in a set of Design Development review documents and the information that should be included in each set of documents.

### General Notes

1. Physical samples for interior finishes are required to be submitted at Design Development Phase and reviewed by UT Reviewer/UT Project Manager prior to client presentation to determine the appropriate color/pattern/texture.
2. Outline of specifications are requested at Design Development (see below).

3. At minimum, three hard copies are to be supplied by the PSP per the Master Agreement. It will be the responsibility of the Project Manager and PSP to negotiate the need, use and any additional document reproduction costs on a project-by-project basis.
4. PSPs shall use the PMCS Standard CAD sheet templates, including cover sheet, TAS Sheets, and general format.
5. PSPs need to thoroughly review the UT Uniform General Conditions, Additional General Conditions, and Special Conditions, and ensure their Division 1 is not in conflict.

### Project Data Sheet

1. Abbreviations used on the project
2. Bid alternates identified.
3. All applicable codes and standards and code analysis summary,
  - a. Use group classification, construction type, etc.
4. Compliance with Means of Egress,
  - a. Reference the Life Safety Code Analysis.
5. Component Institution's name and address
6. Date of documents
7. Legend
8. Future provisions for expansion (all design disciplines)
9. Materials legend
10. Project Architect/Engineer's consultants' names and addresses
11. Square footage per project level and the project total.
12. CP Project Number on all the documents.
13. Provide the building name abbreviation adjacent to the project name.
14. Identify the stage and percentage of the review documents.
15. Overall UT Austin site plan including a North Arrow.
16. Vicinity map and street address.
17. Enlarged vicinity indicating contractor's staging and parking areas.
18. Indicate contractor's site access.

### Index Sheet

1. List of Drawings including sheet titles and sheet numbers.
  - a. Sheet titles and numbers should read exactly the way they do in the individual drawings.

2. Any information that did not fit under the Project Data Sheet can be included on this sheet.

### TAS Analysis

1. Site and building accessibility.
2. List of non-compliant items that will need to be resolved.

### Site Plan for all plan drawings with project location

1. Land survey identifying contour lines, spot elevations, utilities, structures, easements, invert elevations, etc. provided by PMCS.
2. Geotechnical final analysis on the site plan.
3. Site conditions and constraints, sub-surface conditions, existing structures and improvements, demolition.
4. Provide a North arrow.

### Demolition Plans for renovation projects

1. Indicate all items to be removed and to where (i.e. discard, return to owner).
2. Indicate existing flooring and ceilings to be removed and indicate limits of removal.
3. Reference the MEP and special system drawings for the extent of work to be performed which will affect the removal of existing ceilings.
4. When doing plumbing or some other work that requires work on the floor below, provide a floor plan of the affected area with the extent of the work to be performed.
5. Indicate the dust partitions.

### Floor Plans

Provide:

1. Sheet titles and sheet numbers on all the sheets identical to the Index Sheet.
2. Graphic scales on all the plan sheets.
3. Column lines designations.
4. Room names and numbers.
5. Dimensions.
6. Building elevations and building sections, when applicable.
7. Match lines and reference adjacent areas for floor plan continuation.

8. North arrow. Preferably pointing towards the top of the drawing. If that is not possible, the North arrow should point towards the left.
9. Key plan on all the floor plans.
10. Required fire-rated and smoke enclosures.

#### Other drawings, when applicable

1. Reflected Ceiling Plans.
  - a. Indicate all ceiling-mounted devices.
  - b. Grilles, ceiling heights, sprinkler heads, exit signs, smoke detectors, etc.
2. Exterior Elevations.
3. Window Types.
4. Enlarged Floor Plan.
5. Interior Elevations.
6. Preliminary Door and Room Finish Schedules.

#### Outline Specifications

Submit outline descriptive specifications, paying particular attention to Division 1. The outline descriptive specifications will be very helpful in order to provide the Reviewer clear direction prior to the commencement of the Construction Documents Phase. A narrative description should be provided of the component systems, materials and equipment in the Construction Specification Institute (CSI) Master Format, current edition.

Design Development documents shall be considered “complete” when all areas of design (i.e. Civil, Architectural, Structural, MEP and Door Hardware Schedule) are satisfactory to the Owner.

## CONSTRUCTION DOCUMENTS PHASE (CDs)

#### General Notes

1. All Design Development Requirements listed above are required to be included in the Construction Document set.
2. Physical samples for interior finishes are required to be submitted at Design Development and reviewed by UT Reviewer/UT Project Manager prior to client presentation to determine the appropriate color/pattern/texture.

3. At minimum, three hard copies are to be supplied by the PSP per the Master Agreement. It will be the responsibility of the Project Manager and PSP to negotiate the need, use and any additional document reproduction costs on a project-by-project basis.
4. PSPs shall use the PMCS Standard CAD sheet templates, including cover sheet, TAS Sheets, and general format.
5. PSPs need to thoroughly review the UT Uniform General Conditions, Additional General Conditions, and Special Conditions, and ensure their Division 1 is not in conflict.
6. Complete drawings to scale  $1/8'' = 1'-0''$  or other scale discussed and approved by the Project Manager
7. PSPs shall use the PMCS Standard CAD sheet templates, including cover sheet, TAS Sheets, and general format.
8. PSPs need to thoroughly review the UT Uniform General Conditions, Additional General Conditions, and Special Conditions, and ensure their Division 1 is not in conflict.
9. All site plans including project location, adjacent structures, access, site improvements, topographical contour lines, landscaping scheme.
10. ASHRAE 90.1 Compliance report and any requested calculations.
11. Renovation projects: All demolition and abatement plans.
12. CAD CDs are to be supplied.
13. All proposed floor plans showing overall dimensions, room titles and sizes, door swings, furniture layout, equipment layout, fire-rated walls, gross area and net assignable area calculations.
14. All major exterior elevations with exterior materials indicated, building sections, typical wall sections (exterior and interior).
15. Room finish and door/door hardware schedule.
16. Cabinet/casework elevations and typical sections, dimensioned.
17. All special equipment descriptions/schedule.
18. Bid alternates.
19. Assignable and gross floor areas.
20. Submit the completed specifications with all the comments incorporated from the Design Development Phase.