

Policy and Procedures Manual

ELECTRONIC SUBMITTAL OF DESIGN DOCUMENTS

Purpose

- Assure PMCS receives all project electronic files in a timely manner.

Objective

- 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.

Project Team Responsibilities

Project Manager

- Prior to negotiation of Contract with Design Professional, provide a copy of the most current standards and format requirements to the Design Professional along with the Owner's Design Guidelines. Include the following UT Austin PMCS documents: "Room Numbering System Standard," "Project Management and Construction Services Policy and Procedures Manual," and the "Facility Design Services A/E/C CADD Standards Manual."
- Ensure that room type descriptions are designated on the a-flor-rtyp layer in accordance with the UT Austin Room Type Standards, the most current version available at:
<http://www.utexas.edu/academic/oir/bldgrmcodes/Appendix-C.pdf>
Room Numbers shall appear on the a-flor-rnum layer and shall be numbered as per the UT Austin, PMCS, Room Number System Standard found at:
<http://www.utexas.edu/pmcs/dcstandards/signage/roomnum.pdf>
- For layering, line type, lettering and all other CADD drafting standards, ensure Design Professional utilizes the guidelines defined in the UT Facility Services PMCS, Design and Construction Standards, A/E/C CADD Standards Manual which can be found at:
http://www.utexas.edu/pmcs/dcstandards/resources/A_E_CADD_STD_000.pdf
- All CADD drawing files shall be in AutoCAD DWG format compatible with the latest version of AutoCAD.
- Drawings should be bundled using AutoCAD's "Pack-n-go" or "eTransmit" utility to organize files in the root directory of the CD. All Drawing files must be listed before the support files, and must include all required support files such as Xrefs, Fonts, Image files and Print files. Do not put files in directories; all files must be in the root directory.

- Ensure that Design Professional provides (1) hard copy set and (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% DD (after comments done)	Architectural Floor Plans	1	PMCS CADD SUPER
100% Final CD's	Full Bid Set & Specs	1	PMCS CADD SUPER
Final Record Documents	Full Record Set & Specs	1	PMCS CADD SUPER

- 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.
- PM shall ensure that drawing file nomenclature reflects actual drawing sheet number and title, and appears in the correct order as shown in the example below:
- 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.
- PM shall ensure that drawing file nomenclature reflects actual drawing sheet number and title, and appears in the correct order as shown in the example below:

Sequence	Drawing #	Drawing Title	Name DWG File as
Sheet # 2	A1.01	Index of Drawings	002_A1.01_Index of Drawings
Sheet # 8	A2.13	Floor Plan 3rd Level	008_A2.13_Floor Plan 3rd Level
Sheet # 30	M6.11	Mechanical Details	030_M6.11_Mechanical Details
Sheet # 43	E2.13	Level 3 Lighting	043_E2.13_Level 3 Lighting

- PM shall ensure that Design Professional provides to PMCS CADD Supervisor one (1) electronic set of specifications on CD or DVD in PDF format at time of 100% Final Submittal, as well as one (1) bound hard copy and one (1) electronic set of conformed record specifications incorporating all changes and as-built conditions on CD or DVD in PDF format at the time of Final Record Document submission.

Actions by Phase

Design Phase

- Submit Floor plans to PMCS CAD Supervisor for assignment of room numbers.

Pre-Construction Phase

- Submit floor plans to PMCS CAD Supervisor for verification of assigned room numbers.
- Provide all “as bid” CAD documents to PMCS CAD Supervisor.

Substantial Completion Phase

- Provide “as built” CAD documents and PDF’s of scanned field docs.

References

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