



Cleveland State University

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Production Manual for Construction Documents

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Cleveland State University
1802 East 25th Street
Cleveland, Ohio 44114-4496

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CHAPTER 1

“DRAFTING AND BORDER STANDARDS”

CUSTOM AUTOCAD CONFIGURATIONS

Pen Configuration Files (Provided on the CSU Production Standards CD)

CSU-A-16SCALE.CTB: 1/16" = 1'-0" OR SMALLER SCALE SHEETS
 CSU-A-08SCALE.CTB: 1/8" = 1'-0" SCALE SHEETS
 CSU-A-04SCALE.CTB: 1/4" = 1'-0" SCALE SHEETS
 CSU-A-DETL&SECT.CTB: SECTIONS AND DETAIL SHEETS
 (Locate in the plot styles sub-directory)

Dimension Styles (Contained within the Border drawings)

CSUDIMS-00625: 1/16" = 1'-0" SCALE DRAWING
 CSUDIMS-0125: 1/8" = 1'-0" SCALE DRAWING
 CSUDIMS-025: 1/4" = 1'-0" SCALE DRAWING
 CSUDIMS-05: 1/2" = 1'-0" SCALE DRAWING
 CSUDIMS-075: 3/4" = 1'-0" SCALE DRAWING
 CSUDIMS-1: 1" = 1'-0" SCALE DRAWING
 CSUDIMS-15: 1 1/2" = 1'-0" SCALE DRAWING
 CSUDIMS-3: 3" = 1'-0" SCALE DRAWING

Text Styles (Contained within the Border drawings)

BORDER TEXT STYLES

BOLD (arial.ttf): BOLD TEXT WITHIN BORDER BLOCK / TEMPLATE
 SIMPLEX (simplex.shx): ALL OTHER TEXT WITHIN BORDER BLOCK / TEMPLATE

DIMENSION TEXT STYLES

CSUDIMS-00625 (simplex.shx): 1/16" = 1'-0" SCALE DRAWING
 CSUDIMS-0125 (simplex.shx): 1/8" = 1'-0" SCALE DRAWING
 CSUDIMS-025 (simplex.shx): 1/4" = 1'-0" SCALE DRAWING
 CSUDIMS-05 (simplex.shx): 1/2" = 1'-0" SCALE DRAWING
 CSUDIMS-075 (simplex.shx): 3/4" = 1'-0" SCALE DRAWING
 CSUDIMS-1 (simplex.shx): 1" = 1'-0" SCALE DRAWING
 CSUDIMS-15 (simplex.shx): 1 1/2" = 1'-0" SCALE DRAWING
 CSUDIMS-3 (simplex.shx): 3" = 1'-0" SCALE DRAWING

ANNOTATION TEXT STYLES

CSUTEXT-00625 (simplex.shx): 1/16" = 1'-0" SCALE DRAWING
 CSUTEXT-0125 (simplex.shx): 1/8" = 1'-0" SCALE DRAWING
 CSUTEXT-025 (simplex.shx): 1/4" = 1'-0" SCALE DRAWING
 CSUTEXT-05 (simplex.shx): 1/2" = 1'-0" SCALE DRAWING
 CSUTEXT-075 (simplex.shx): 3/4" = 1'-0" SCALE DRAWING
 CSUTEXT-1 (simplex.shx): 1" = 1'-0" SCALE DRAWING
 CSUTEXT-15 (simplex.shx): 1 1/2" = 1'-0" SCALE DRAWING
 CSUTEXT-3 (simplex.shx): 3" = 1'-0" SCALE DRAWING

BOLD ANNOTATION TEXT STYLE

CSUBOLDTEXT (simplex.shx): INSERTS AT 1:1 SCALE, MUST MANUALLY SCALE

DRAWING TITLE TEXT

CSUTITLE (arial.ttf): USED FOR THE DRAWING TAG SYMBOL,
 INSERTS AT 1:1 SCALE IS USING FOR OTHER PURPOSE

Border Templates (Provided on the CSU Production Standards CD)

DESIGN

CSU DESIGN BORDERS.DWG: 8 ½"X11 LAYOUT, 11X17 LAYOUT AND 18X24 LAYOUT

CONSTRUCTION

CSU CONSTRUCTION BORDERS.DWG: 11X17 LAYOUT, 18X24 LAYOUT, 24X36 LAYOUT
 AND 30X42 LAYOUT

CONSTRUCTION COVER SHEETS

CSU CONSTRUCTION COVER SHEETS.DWG: 11X17 LAYOUT, 18X24 LAYOUT, 24X36
 LAYOUT AND 30X42 LAYOUT

Custom Line Types (Contained within the Border drawings)

Demo: Line type used for all demolition information except demo text.

~~Custom LISP Routines (Provided on the CSU Production Standards CD)~~

~~All drawing information shall be inputted using the new work layers. These Lisp routines will aid in conversion of the information to existing or demo layers.~~

~~Existing.lsp: Converts selected items to an existing layer with the same name as the New Work Layer that it resided on. Example: exis-a-wall-intr~~

~~Demo.lsp: Converts selected items to an demo layer with the same name as the New Work Layer that it resided on. Example: demo-a-wall-intr~~

Symbol/ Annotation Libraries (Provided on the CSU Production Standards CD)

Using the Design Center, symbols / annotation will be listed as blocks within their respective drawings.

CSU EXISTING DOORS.DWG:	EXISTING DOOR BLOCKS
CSU NEW DOORS.DWG:	NEW DOOR BLOCKS
CSU ANNOTATION SYMBOLS.DWG:	DRAWING ANNOTATION
CSU RCP MECHANICAL.DWG:	MECHANICAL RCP BLOCKS
CSU RCP ELECTRICAL.DWG:	ELECTRICAL RCP BLOCKS
CSU FIXTURES.DWG:	PLUMBING FIXTURE BLOCKS
CSU SCHEDULES.DWG:	SCHEDULES (In-house use)
CSU NOTES.DWG	GENERAL NOTES (In-house use)



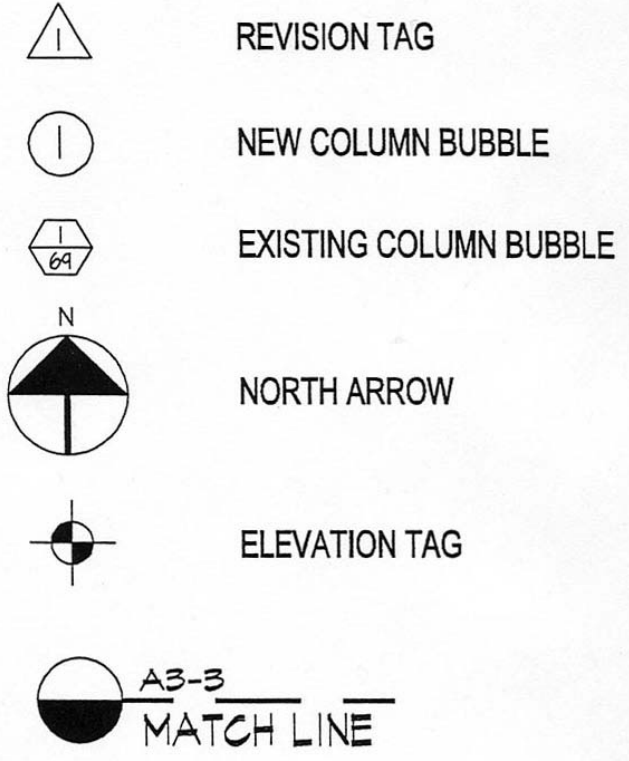
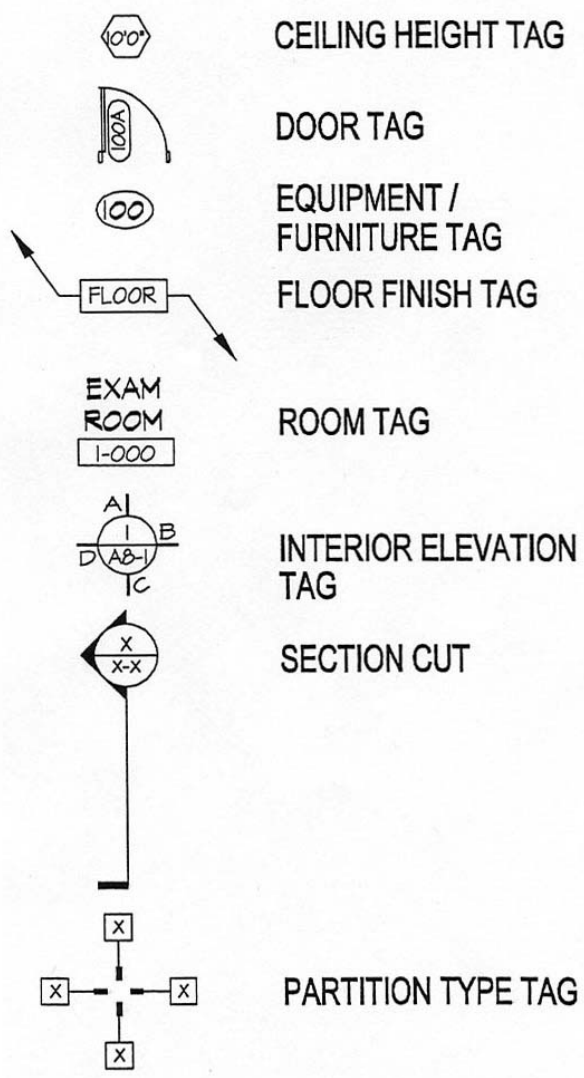
CHAPTER 2

“SYMBOL AND BLOCK STANDARDS”

CAD SYMBOL AND BLOCK STANDARDS

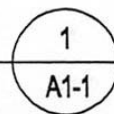
ANNOTATION

(CSU ANNOTATION SYMBOLS.DWG)



DRAWING-TITLE

SCALE



DRAWING TITLE

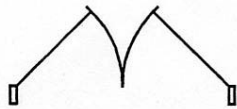
CAD SYMBOL AND BLOCK STANDARDS

EXISTING DOORS

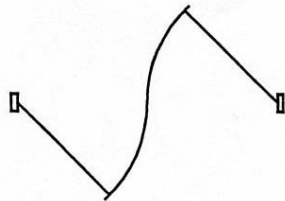
(CSU EXISTING DOORS.DWG)



EXISTING SINGLE DOOR



EXISTING PAIR OF DOORS



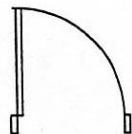
EXISTING DOUBLE EGRESS DOORS



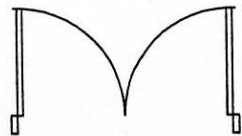
CAD SYMBOL AND BLOCK STANDARDS

NEW DOORS

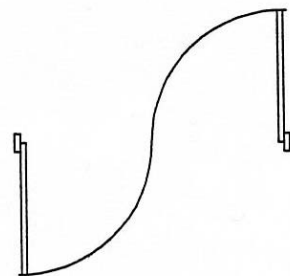
(CSU NEW DOORS.DWG)



NEW SINGLE DOOR



NEW PAIR OF DOORS



NEW DOUBLE EGRESS DOORS

CAD SYMBOL AND BLOCK STANDARDS

PLUMBING FIXTURES

(CSU FIXTURES.DWG)



EXISTING WALL HUNG TOILET



EXISTING TANK TOILET



EXISTING URINAL



EXISTING COUNTER TOP SINK



EXISTING WALL HUNG SINK



NEW WALL HUNG TOILET



NEW TANK TOILET



NEW FLOOR MOUNTED TOILET
(TANKLESS)



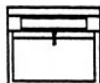
NEW URINAL



NEW COUNTER TOP SINK



NEW WALL MOUNTED SINK



NEW SINGLE UTILITY SINK



NEW CLINIC SINK



NEW DRINKING FOUNTAIN

CAD SYMBOL AND BLOCK STANDARDS

RCP MECHANICAL SYMBOLS

(CSU RCP MECHANICAL.DWG)



NEW / EXISTING SUPPLY DIFFUSER



NEW / EXISTING RETURN DIFFUSER



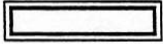
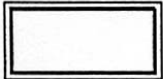







NEW SPRINKLER HEAD

CAD SYMBOL AND BLOCK STANDARDS

RCP ELECTRICAL SYMBOLS

(CSU RCP ELECTRICAL.DWG)

	WALL SCONCE
	DOWN LIGHT
	1x4 FLORESCENT LAY-IN FIXTURE
	2x4 FLORESCENT LAY-IN FIXTURE
	2x2 FLORESCENT LAY-IN FIXTURE
	SMOKE DETECTOR
	CEILING SPEAKER
	CEILING MOUNTED EXIT SIGN
	WALL MOUNTED EXIT SIGN



CHAPTER 3

“LAYERING STANDARDS”



OFFICE OF THE UNIVERSITY ARCHITECT
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 CLEVELAND, OHIO 44114-4496
 (216) 687-5121 FAX (216) 687-9227

CAD LAYERING STANDARDS: CIVIL

Date: November 26, 2002

COMMON LAYERS				ALL DISCIPLINES
Layer Name	Color	Linetype	Pen Weight	Description

BORDER				
BORDER TEXT				
TITLES				
G-PLAN				
G-SITE				

CIVIL LAYERS				
Layer Name	Color	Linetype	Pen Weight	Description

C-PROP				
C-PROP-ESMT				
C-PROP-BRNG				
C-PROP-CONS				
C-TOPO				
C-TOPO-SPOT				
C-BLDG				
C-PKNG				
C-PKNG-STRP				
C-PKNG-ISLD				
C-ROAD				
C-ROAD-CNTR				
C-ROAD-CURB				
C-STRM				
C-STRM-UNDR				
C-COMM				
C-COMM-UNDR				
C-COMM-OVHD				
C-WATR				
C-WATR-UNDR				
C-WATR-OVHD				
C-FIRE				
C-FIRE-UNDDR				
C-NGAS				
C-NGAS-UNDR				
C-SSWR				
C-SSWR-UNDR				

CIVIL LAYERS			DIMENSIONS, NOTES AND ANNOTATION	
Layer Name	Color	Linetype	Pen Weight	Description
C-ANNO-DIMS				
C-ANNO-TEXT				
C-ANNO-IDEN				
C-ANNO-REV(1,2,3...)-CLOUD				
C-ANNO-REV(1,2,3...)-TAG				

CIVIL LAYERS			ELEVATIONS, SECTIONS AND DETAILS	
Layer Name	Color	Linetype	Pen Weight	Description
C-HEAVIEST				
C-HEAVY				
C-MEDIUM				
C-LIGHT				
C-SCREEN				
C-PATTERN				



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CAD LAYERING STANDARDS LANDSCAPE

Date: November 26, 2002

COMMON LAYERS				ALL DISIPLINES
Layer Name	Color	Linetype	Pen Weight	Description
BORDER				
BORDER TEXT				
TITLES				
G-PLAN				
G-SITE				

LANDSCAPE LAYERS				
Layer Name	Color	Linetype	Pen Weight	Description
L-PLNT				
L-PLNT-TREE				
L-PLNT-GCVR				
L-PLNT-BEDS				
L-PLNT-TURF				
L-IRRG				
L-IRRG-HEAD				
L-IRRG-PIPE				
L-WALK				
L-WALK-PATT				
L-SITE				
L-SITE-FENC				
L-SITE-WALL				
L-SITE-STEP				
L-SITE-POOL				
L-SITE-FURN				

LANDSCAPE LAYERS				DIMENSIONS, NOTES AND ANNOTATION
Layer Name	Color	Linetype	Pen Weight	Description
L-ANNO-DIMS				
L-ANNO-TEXT				
L-ANNO-IDEN				
L-ANNO-REV(1,2,3...)-CLOUD				
L-ANNO-REV(1,2,3...)-TAG				

LANDSCAPE LAYERS**ELEVATIONS, SECTIONS AND DETAILS**

Layer Name	Color	Linetype	Pen Weight	Description
L-HEAVIEST				
L-HEAVY				
L-MEDIUM				
L-LIGHT				
L-SCREEN				
L-PATTERN				



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CAD LAYERING STANDARDS

ARCHITECTURAL

Date: December 4, 2002

(Based on CSU-A-08SCALE.CTB)

COMMON LAYERS **ALL DISIPLINES**

Layer Name	Color	Linetype	Pen Weight	Description
TBLK-2	7	continuous	0.50	All border lines
TBLK-1	4	continuous	0.25	Border text
TITLES	7	continuous	0.50	Drawing titles / tags
K-PLAN	4	continuous	0.25	Key Plan
K-SITE	4	continuous	0.25	Key Site Plan

ARCHITECTURAL LAYERS

FLOOR PLAN

Layer Name	Color	Linetype	Pen Weight	Description
A-WALL-EXTR	13	continuous	0.53	Exterior walls
A-WALL-INTR	41	continuous	0.50	Interior walls
A-WALL-PATT	5	continuous	0.10	Wall hatch
A-WALL-FIRE	14	continuous	0.10	Fire rating line types
A-COLS	4	continuous	0.25	Columns
A-COLS-DIMS	14	continuous	0.10	Column line dimensions
A-COLS-LINE	14	center	0.10	Column lines
A-COLS-IDEN	14	continuous	0.10	Column lines bubbles
A-DOOR	2	continuous	0.35	Doors and frames
A-GLAZ	2	continuous	0.35	Windows and frames
A-FLOR	7	continuous	0.50	Floor or building outline for flooring plan
A-FLOR-LEVL	1	continuous	0.10	Stairs, ramps and levela changes
A-FLOR-PATT	5	continuous	0.10	Flooring patterns
A-FLOR-RAIL	1	continuous	0.10	Handrails and crashrails
A-FLOR-TPTN	3	continuous	0.20	Toilet partitions
A-FLOR-TPSP	5	continuous	0.10	Toilet accessories
A-FLOR-WDWK	1	continuous	0.10	Millwork, trim and casework
A-FLOR-OVHD	1	dashed	0.10	overhead items (skylights, overhangs)
A-FLOR-PFIX	3	continuous	0.20	Plumbing fixtures
A-EQPM	3	continuous	0.20	Equipment
A-EQPM-NIC	3	hidden2	0.20	Equipment not in contract
A-FURN	5	continuous	0.10	Furniture
A-FURN-NIC	5	hidden2	0.10	Furniture not in contract
A-ROOF	3	continuous	0.20	Roof top items
A-ROOF-OUTL	7	continuous	0.50	Roof outline and curbs
A-ROOF-LEVL	1	continuous	0.10	Roof hatch / roof access
A-ROOF-RAIL	1	continuous	0.10	Rooftop handrails
A-ROOF-PATT	5	continuous	0.10	Roof patterns
A-AREA	6	continuous	0.80	Area outlines
A-AREA-PATT	5	continuous	0.10	Area patterns
VPORT	8	continuous	.1/40%	Viewports

ARCHITECTURAL LAYERS				REFLECTED CEILING PLAN
Layer Name	Color	Linetype	Pen Weight	Description
A-CLNG-OUTL	7	continuous	0.50	Reflected Ceiling Plan Outlines
A-CLNG-GRID	14	continuous	0.10	Ceiling grid
A-CLGN-SOFF	7	continuous	0.50	Soffits
A-CLNG-ELEC	2	continuous	0.40	Lighting , speakers, exit signs
A-CLNG-MECH	3	continuous	0.20	Diffusers, grills, sprinklers

ARCHITECTURAL LAYERS				ELEVATIONS
Layer Name	Color	Linetype	Pen Weight	Description
A-HEAVIEST	6	continuous	0.80	Heaviest outlines
A-HEAVY	51	continuous	0.65	Heavy lines
A-MEDIUM	30	continuous	0.30	General lines
A-LIGHT	150	continuous	0.10	Light lines
A-SCREEN	8	continuous	.1/40%	half tone lines
A-PATTERN	5	continuous	0.10	All hatches

ARCHITECTURAL LAYERS				SECTIONS AND DETAILS
Layer Name	Color	Linetype	Pen Weight	Description
A-HEAVIEST	6	continuous	0.80	Heaviest outlines
A-HEAVY	51	continuous	0.65	Heavy lines
A-MEDIUM	30	continuous	0.30	General lines
A-LIGHT	150	continuous	0.10	Light lines
A-SCREEN	8	continuous	.1/40%	half tone lines
A-PATTERN	5	continuous	0.10	All hatches

ARCHITECTURAL LAYERS				DIMENSIONS, NOTES AND ANNOTATION
Layer Name	Color	Linetype	Pen Weight	Description
A-ANNO-DIMS	4	continuous	0.25	Dimensions
A-ANNO-TEXT	4	continuous	0.25	Floor Plan Notes
A-ANNO-IDEN	4	continuous	0.25	Section marks, elev. marks, part. tags etc.
A-ANNO-REV(1,2,3...)-CLOUD	1	continuous	0.10	Revision clouds
A-ANNO-REV(1,2,3...)-TAG	1	continuous	0.10	Revision numbers and triangle

DRAFTING PROCEDURE

Existing Building Information

All information will be drawn using the new work layering system. Information that is existing will be transferred to a layer by the same name as New Work layer with the Exis- prefix using the existing.lsp routine.

Example: **New Work Layer:** **A-wall-extr**
 Existing Work Layer: **Exis-a-wall-extr**

All existing information layers will have the following properties:

Color: 205 **Pen weight: 0.20**

Linetype: Continuous

Demolished Building Information

All information will be drawn using the new work layering system. Information that is will be listed as demolished will be transferred to a layer my the same name as the New Work Layer with the Demo- prefix using the demo.lsp routine.

Example: **New Work Layer:** **A-wall-extr**
 Demo Work Layer: **Demo-a-wall-extr**

All demo information layers will have the following properties:

Color: 7 **Pen weight: 0.50**

Linetype: Demo



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CAD LAYERING STANDARDS STRUCTURAL

Date: November 26, 2002

COMMON LAYERS **ALL DISIPLINES**

Layer Name	Color	Linetype	Pen Weight	Description
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BORDER				
BORDER TEXT				
TITLES				
G-PLAN				
G-SITE				

STRUCTURAL LAYERS

Layer Name	Color	Linetype	Pen Weight	Description
------------	-------	----------	------------	-------------

S-FNDN				
S-SLAB				
S-COLS				
S-COLS-LINE				
S-COLS-IDEN				
S-COLS-DIMS				
S-WALL				
S-MISC-METL				
S-BEAM				
S-JOIST				
S-DECK				

STRUCTURAL LAYERS **DIMENSIONS, NOTES AND ANNOATION**

Layer Name	Color	Linetype	Pen Weight	Description
------------	-------	----------	------------	-------------

S-ANNO-DIMS				
S-ANNO-TEXT				
S-ANNO-IDEN				
S-ANNO-REV(1,2,3...)-CLOUD				
S-ANNO-REV(1,2,3...)-TAG				

STRUCTURAL LAYERS **ELEVATIONS, SECTIONS AND DETAILS**

Layer Name	Color	Linetype	Pen Weight	Description
------------	-------	----------	------------	-------------

S-HEAVIEST				
S-HEAVY				
S-MEDIUM				
S-LIGHT				
S-SCREEN				
S-PATTERN				



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CAD LAYERING STANDARDS

MECHANICAL

Date: November 26, 2002

COMMON LAYERS **ALL DISIPLINES**

Layer Name	Color	Linetype	Pen Weight	Description
BORDER				
BORDER TEXT				
TITLES				
G-PLAN				
G-SITE				

FIRE PROTECTION LAYERS

Layer Name	Color	Linetype	Pen Weight	Description
F-SPRN				
F-SPRN-HEAD				
F-SPRN-PIPE				
F-SPRN-STAN				
F-PROT				
F-PROT-EQPM				
F-PROT-ALRM				
F-PROT-DTCR				
F-PROT-STAN				

FIRE PROTECTION LAYERS

DIMENSIONS, NOTES AND ANNOTATION

Layer Name	Color	Linetype	Pen Weight	Description
F-DIMS				
F-NOTES				
F-ANNOTATION				
F-ANNO-REV(1,2,3...)-CLOUD				
F-ANNO-REV(1,2,3...)-TAG				

FIRE PROTECTION LAYERS

ELEVATIONS, SECTIONS AND DETAILS

Layer Name	Color	Linetype	Pen Weight	Description
F-HEAVIEST				
F-HEAVY				
F-MEDIUM				
F-LIGHT				
F-SCREEN				
F-PATTERN				

PLUMBING LAYERS				
Layer Name	Color	Linetype	Pen Weight	Description
P-ACID				
P-ACID-PIPE				
P-DOMW				
P-DOMW-EQPM				
P-DOMW-HPIPE				
P-DOMW-CPIPE				
P-DOMW-HRISR				
P-DOMW-CRISR				
P-SANR				
P-SANR-PIPE				
P-SANR-FIXT				
P-SANR-FLDR				
P-SANR-RISR				
P-SANR-EQPM				
P-STRM				
P-STRM-PIPE				
P-STRM-RISR				
P-STRM-RFDR				
P-FIXT				
P-EQPM				

PLUMBING LAYERS			DIMENSIONS, NOTES AND ANNOTATION	
Layer Name	Color	Linetype	Pen Weight	Description
P-ANNO-DIMS				
P-ANNO-TEXT				
P-ANNO-IDEN				
P-ANNO-REV(1,2,3...)-CLOUD				
P-ANNO-REV(1,2,3...)-TAG				

PLUMBING LAYERS			ELEVATIONS, SECTIONS AND DETAILS	
Layer Name	Color	Linetype	Pen Weight	Description
P-HEAVIEST				
P-HEAVY				
P-MEDIUM				
P-LIGHT				
P-SCREEN				
P-PATTERN				

MECHANICAL LAYERS

Layer Name	Color	Linetype	Pen Weight	Description
M-BRIN				
M-BRIN-EQPM				
M-BRIN-PIPE				
M-CMPA				
M-CMPA-CEQP				
M-CMPA-CPIP				
M-CMPA-PEQP				
M-CMPA-PPIP				
M-CONT-TSTAT				
M-CONT-WIRE				
M-DUST				
M-DUST-EQPM				
M-DUST-DUCT				
M-ELHT-EQPM				
M-ENER-WIRE				
M-RCOV				
M-RCOV-EQPM				
M-RCOV-PIPE				
M-FUME				
M-FUME-EXHS				
M-FUME-EQPM				
M-FUME-DUCT				
M-EXHS				
M-EXHS-EQPM				
M-EXHS-DUCT				
M-FUEL				
M-FUEL-PIPE				
M-FUEL-GPRP				
M-FUEL-GGEP				
M-FUEL-OPRP				
M-FUEL-OGEP				
M-HVAC				
M-HVAC-DIFF				
M-HVAC-DUCT				
M-HVAC-EQPM				
M-HWTR				
M-HWTR-EQPM				
M-HWTR-PIPE				
M-CWTR				
M-CWTR-EQPM				
M-CWTR-PIPE				
M-EQUIPMENT				
M-MGAS				
M-MGAS-EQPM				
M-MGAS-PIPE				
M-LGAS				
M-LGAS-EQPM				
M-LGAS-PIPE				
M-NGAS				

M-NGAS-EQPM				
M-NGAS-PIPE				
M-PROC				
M-PROC-EQPM				
M-PROC-PIPE				
M-REFG				
M-REFG-EQPM				
M-REFG-PIPE				
M-SPCL				
M-SPCL-EQPM				
M-SPCL-PIPE				
M-STEM				
M-STEM-CNDP				
M-STEM-EQPM				
M-STEM-LPSP				
M-STEM-HPSP				
M-STEM-MPSP				
M-TEST				

MECHANICAL LAYERS		DIMENSIONS, NOTES AND ANNOTATION		
Layer Name	Color	Linetype	Pen Weight	Description

M-ANNO-DIMS				
M-ANNO-TEXT				
M-ANNO-IDEN				
M-ANNO-REV(1,2,3...)-CLOUD				
M-ANNO-REV(1,2,3...)-TAG				

MECHANICAL LAYERS		ELEVATIONS, SECTIONS AND DETAILS		
Layer Name	Color	Linetype	Pen Weight	Description

M-HEAVIEST				
M-HEAVY				
M-MEDIUM				
M-LIGHT				
M-SCREEN				
M-PATTERN				



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CAD LAYERING STANDARDS ELECTRICAL

Date: November 26, 2002

COMMON LAYERS				ALL DISIPLINES
Layer Name	Color	Linetype	Pen Weight	Description
BORDER				
BORDER TEXT				
TITLES				
G-PLAN				
G-SITE				

ELECTRICAL LAYERS				
Layer Name	Color	Linetype	Pen Weight	Description
E-LITE				
E-LITE-EMER				
E-LITE-CIRC-NUMB				
E-LITE-DEVICE				
E-LITE-CIRC				
E-POWR				
E-POWR-PANL				
E-POWR-EQPM				
E-POWR-CIRC				
E-POWR-FEED				
E-POWR-BUSW				
E-POWR-CIRC-NUMB				
E-CTRL				
E-CTRL-DEVC				
E-CTRL-WIRE				
E-GRND				
E-GRND-CIRC				
E-GRND-REFR				
E-GRND-EQPT				
E-GRND-DIAG				
E-AUXL				
E-LTNG-PROT				
E-FIRE-ALRM				
E-FIRE-ALRM-DEVC				
E-FIRE-ALRM-WIRE				
E-FIRE-ALRM-PANL				
E-COMM				
E-DATA				
E-SOUND				
E-TVAN				
E-CCTV				
E-NURS				

E-SERT				
E-PGNG				
E-DICT				
E-BELL				
E-CLOCK				
E-ALRM				
E-INTC				
E-ILINE				
E-RISR				
E-SITE				
E-SITE-LITE				
E-SITE-UNDR				
E-SITE-OVHD				
E-SITE-POLE				

ELECTRICAL LAYERS		DIMENSIONS, NOTES AND ANNOTATION		
Layer Name	Color	Linetype	Pen Weight	Description

E-ANNO-DIMS				
E-ANNO-TEXT				
E-ANNO-IDEN				
E-ANNO-REV(1,2,3...)-CLOUD				
E-ANNO-REV(1,2,3...)-TAG				

ELECTRICAL LAYERS		ELEVATIONS, SECTIONS AND DETAILS		
Layer Name	Color	Linetype	Pen Weight	Description

E-HEAVIEST				
E-HEAVY				
E-MEDIUM				
E-LIGHT				
E-SCREEN				
E-PATTERN				



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CAD LAYERING STANDARDS

TELECOMMUNICATIONS

Date: November 26, 2002

COMMON LAYERS				ALL DISIPLINES
Layer Name	Color	Linetype	Pen Weight	Description
BORDER				
BORDER TEXT				
TITLES				
G-PLAN				
G-SITE				

TELECOMMUNICATIONS LAYERS				
Layer Name	Color	Linetype	Pen Weight	Description
T-CABLE				
T-EQPM				
T-DEVICE				
T-DIAGRAM				

TELECOMMUNICATIONS LAYERS				DIMENSIONS, NOTES AND ANNOTATION
Layer Name	Color	Linetype	Pen Weight	Description
T-ANNO-DIMS				
T-ANNO-TEXT				
T-ANNO-IDEN				
T-ANNO-REV(1,2,3...)-CLOUD				
T-ANNO-REV(1,2,3...)-TAG				

TELECOMMUNICATIONS LAYERS				ELEVATIONS, SECTIONS AND DETAILS
Layer Name	Color	Linetype	Pen Weight	Description
T-HEAVIEST				
T-HEAVY				
T-MEDIUM				
T-LIGHT				
T-SCREEN				
T-PATTERN				



CHAPTER 4

“DRAWING & FILE NAMING STANDARDS”

ARCHITECTURAL SHEET NAMING

Discipline Code “A”

Sheet Type “0” General

(All information contained within the sheet file)

- A-01 Cover Sheet with Code Summary
Symbols, Abbreviations and Notes
- A-02 Architectural Site Layout Plans

Sheet Type “1” Plans

(Floor Plan drawing is externally referenced, text and dimensions are overlaid within the sheet file)

- A-10 Control Plans
 - A-11 Demolition Plans
 - A-12 Floor Plans
- Example:*
- A-101 - Basement Control Plan
 - A-102 - First Floor Control Plan
 - A-111 - Basement Demolition Plan
- A-13 Reflected Ceiling Plans
 - A-14 Equipment Plans
 - A-15 Fire Protection Plans

Sheet Type “2” Elevations

(All information contained within the sheet file)

- A-20 Exterior elevations
- A-21 Interior Elevations

Sheet Type “3” Sections

(All information contained within the sheet file)

- A-30 Building Sections
- A-31 Wall Sections

Sheet Type “4” Large Scale Plans and Elevations

(Plan drawings shall be externally referenced with text, dimensions and detail drawing information overlaid while elevation drawings will be contained completely within the sheet.)

- A-40 Miscellaneous large scale plans and elevations

Sheet Type “5” Details

(All information contained within the sheet file)

- A-50 Details
- A-51 Millwork Sections and Details

Sheet Type “6” Schedules and Diagrams

(All information contained within the sheet file)

- A-60 Opening Schedules and Door Details
- A-61 Accessory Schedule
 Equipment Schedule

Sheet Type “7” Floor Finish Plans and Room Finish Schedules

(Floor Plan drawing is externally referenced, text and dimensions are overlaid within the sheet file)

(Schedules are contained within the sheet file)

- A-70 Floor Finish / Pattern Plans
- A-71 Room / Finish Schedules

Sheet Type “8” User Defined

Sheet Type “9” 3D views (isometrics, perspectives and photographs)

ARCHITECTURAL FILE NAMING

- All capital letters required for file names
- All plan information is to be xref'd into the sheet file where dimensions and text are overlaid.

Model Files (xref'd files)

Drawing Type-Building Abbreviation.dwg

Examples: *SP-MC.dwg* *New Site Plan*
 FP0B-MC.dwg *New Basement Plan*
 FP01-MC.dwg *New First Floor Plan*

Sheet Files

Job Number-Sheet Number.dwg

Example: *0008-A101.DWG*
 0008-A501.DWG

CIVIL SHEET NAMING

Discipline Code “C”

Refer to the enclosed AIA Sheet Naming Conventions contained in this CAD Standards Packet.

CIVIL FILE NAMING

- All capital letters required for file names
- Only plan and drawings may be externally referenced.

Model Files (xref'd files)

Drawing Type-Building Abbreviation.dwg

Examples:

<i>SP-MC.dwg</i>	<i>New Site Plan</i>
<i>FP0B-MC.dwg</i>	<i>New Basement Plan</i>
<i>FP01-MC.dwg</i>	<i>New First Floor Plan</i>

Sheet Files

Job Number-Sheet Number.dwg

Example:

<i>0008-C101.DWG</i>
<i>0008-C501.DWG</i>

STRUCTURAL SHEET NAMING

Discipline Code “S”

Sheet Type “0” General

(All information contained within the sheet)

S-01 Symbols, Abbreviations and Notes

Sheet Type “1” Plans

(Floor Plan drawing is externally referenced, text and dimensions are overlaid within the sheet file)

S-10 Foundation Demolition Plans

S-11 Framing Demolition Plans

S-12 Foundation Plans

S-13 Framing Plans

Example: S-101 - Basement Foundation Demolition Plan
S-131 - First Floor Framing Plan

Sheet Type “3” Sections

(All information contained within the sheet)

S-30 Building Sections

S-31 Wall Sections

Sheet Type “4” Large Scale Plans and Elevations

(Plan drawings shall be externally referenced with text, dimensions and detail drawing information overlaid while elevation drawings will be contained completely within the sheet.)

S-40 Miscellaneous large scale plans and elevations

Sheet Type “5” Details

(All information contained within the sheet)

S-50 Foundation Details

S-51 Framing Details

Sheet Type “6” Schedules and Diagrams

(All information contained within the sheet)

S-60 Footing Schedule, column schedule, lintel schedules

Sheet Type “7” User Defined

Sheet Type “8” User Defined

Sheet Type “9” 3D views (isometrics, perspectives and photographs)

STRUCTURAL FILE NAMING

- All capital letters required for file names
- All plan information is to be xref'd into the sheet file where dimensions and text are overlaid.

Model Files (xref'd files)

Drawing Type-Building Abbreviation.dwg

Examples: *SP-MC.dwg* *New Site Plan*
 FP0B-MC.dwg *New Basement Plan*
 FP01-MC.dwg *New First Floor Plan*

Sheet Files

Job Number-Sheet Number.dwg

Example: *0008-S101.DWG*
 0008-S501.DWG

-

MECHANICAL SHEET NAMING

** For sheets not described below refer to the AIA Sheet Naming Conventions enclosed within this packet.*

**Apply these standards to Fire Protection drawings if required.*

Discipline Code “M”

Sheet Type “0” General

(All information contained within the sheet)

M-01 Symbols, Abbreviations and Notes
M-02 Mechanical Site Layout Plans

Sheet Type “1” Plans

(Floor Plan drawing is externally referenced, text and dimensions are overlaid within the sheet file)

M-10 Plumbing Demolition Plans
M-11 HVAC Demolition Plans
M-12 Plumbing Plans
M-13 HVAC Plans

*Example: M-101 - Basement Plumbing Demolition Plan
M-131 - Basement HVAC Plan*

Sheet Type “3” Sections

(All information contained within the sheet)

M-30 Mechanical Building Sections

Sheet Type “4” Large Scale Plans and Elevations

(Plan drawings shall be externally referenced with text, dimensions and detail drawing information overlaid while elevation drawings will be contained completely within the sheet.)

M-40 Miscellaneous large scale plans and elevations

Sheet Type “5” Details

(All information contained within the sheet)

M-50 Details

Sheet Type “6” Schedules and Diagrams

(All information contained within the sheet)

M-60 Equipment Schedule



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Sheet Type “7” User Defined

Sheet Type “8” User Defined

Sheet Type “9” 3D views (isometrics, perspectives and photographs)

(All information contained within the sheet)

M-90 Plumbing riser diagrams and similar type drawings

MECHANICAL FILE NAMING

- All capital letters required for file names
- All plan information is to be xref'd into the sheet file where dimensions and text are overlaid.

Model Files (xref'd files)

Drawing Type-Building Abbreviation.dwg

Examples: *SP-MC.dwg* *New Site Plan*
 FP0B-MC.dwg *New Basement Plan*
 FP01-MC.dwg *New First Floor Plan*

Sheet Files

Job Number-Sheet Number.dwg

Example: *0008-M101.DWG*
 0008-M501.DWG

ELECTRICAL SHEET NAMING

** For sheets not described below refer to the AIA Sheet Naming Conventions enclosed within this packet.*

Discipline Code “E”

Sheet Type “0” General

(All information contained within the sheet)

- E-01 Symbols, Abbreviations and Notes
- E-02 Electrical Site Layout Plans

Sheet Type “1” Plans

(Floor Plan drawing is externally referenced, text and dimensions are overlaid within the sheet file)

- E-10 Lighting Demolition Plans
- E-11 Power Demolition Plans
- E-13 Lighting Plans
- E-14 Power Plans

*Example: E-101 - Basement Lighting Demolition Plan
 E-141 - Basement Power Plan*

Sheet Type “4” Large Scale Plans and Elevations

(Plan drawings shall be externally referenced with text, dimensions and detail drawing information overlaid while elevation drawings will be contained completely within the sheet.)

- E-40 Miscellaneous large scale plans and elevations

Sheet Type “5” Details

(All information contained within the sheet)

- E-50 Details

Sheet Type “6” Schedules and Diagrams

(All information contained within the sheet)

- E-60 Equipment Schedule, fixture schedules, panel schedules

Sheet Type “7” User Defined

Sheet Type “8” User Defined

Sheet Type “9” 3D views (isometrics, perspectives and photographs)

(All information contained within the sheet)

- E-90 Electrical riser diagrams and similar type drawings

ELECTRICAL FILE NAMING

- All capital letters required for file names
- All plan information is to be xref'd into the sheet file where dimensions and text are overlaid.

Model Files (xref'd files)

Drawing Type-Building Abbreviation.dwg

Examples: *SP-MC.dwg* *New Site Plan*
 FP0B-MC.dwg *New Basement Plan*
 FP01-MC.dwg *New First Floor Plan*

Sheet Files

Job Number-Sheet Number.dwg

Example: *0008-E101.DWG*
 0008-E501.DWG

TELECOMMUNICATIONS SHEET NAMING

Discipline Code “T”

Refer to the enclosed AIA Sheet Naming Conventions contained in this CAD Standards Packet.

TELECOMMUNICATIONS FILE NAMING

- All capital letters required for file names
- Only plan and drawings may be externally referenced.

Model Files (xref'd files)

Drawing Type-Building Abbreviation.dwg

Examples: *SP-MC.dwg* *New Site Plan*
 FP0B-MC.dwg *New Basement Plan*
 FP01-MC.dwg *New First Floor Plan*

Sheet Files

Job Number-Sheet Number.dwg

Example: *0008-T101.DWG*
 0008-T501.DWG



CHAPTER 5

“CSU DIRECTORY STRUCTURE STANDARDS”

CSU IN-HOUSE DIRECTORY STRUCTURE

Server Name: FMS
Drive Name: J
Main Directory: Campus Documents
Sub-directory: Either by building or project type if project is a site or multiple building project.

Sub-sub directory: Job Number

Sub-directories under each job number:

\Design
 \Construction

Sub-directories under the “Design” heading:

\A-E Selection
 \Budget-Cost Estimates
 \Contracts-Design
 \Correspondence-Associates
 \Emails
 \Letters
 \Transmittals
 \Correspondence-CSU
 \Emails
 \Letters
 \Transmittals

\Drawings
 \Addenda
 \SD

 \Civil ————— *Model files for each discipline should be located under their respective sub- directory*

 \Architectural

 \Structural

 \Mechanical ————— *The final Schematic Design Package should be archived prior to starting Design Development*

 \Electrical

 \Telecommunications

 \DD

 \Civil ————— *Model files for each discipline should be located under their respective sub- directory*

 \Architectural

 \Structural

 \Mechanical ————— *The final Design Development Package should be archived prior to starting Construction Documents*

 \Electrical

- \Telecommunications
- \CD
 - \Civil ————— *Model files for each discipline should be located under their respective sub- directory*
 - \Architectural ————— *The Construction drawings and specifications issued for Bidding should be archived immediately after distribution and again after Bidding is complete. Locate the archived files under the Archive Bid Set directory.*
 - \Structural
 - \Mechanical
 - \Electrical
 - \Telecommunications *Names: csu no.-Bidset.zip & csu no.-Bidset with Addenda.zip*
- \Outfiles Example:(0008-CSU01-112202.zip) ————— *Emailed files*
- \Meetings-Design ————— *Meeting Minutes*
- \Photos
 - \112202
- \Program Statements
- \Schedules
- \Specifications ————— *The Construction drawings and specifications issued for Bidding should be archived immediately after distribution and again after Bidding is complete. Locate the archived files under the Archive Bid Set directory.*
Names: csu no.-Bidset.zip & csu no.-Bidset with Addenda.zip

Sub-directories under the “Construction” heading:

- \Bid Phase
- \Bulletins
- \Change Orders
- \Closeout Documents
- \Contracts-Construction
- \Correspondence-Associates
 - \Emails
 - \Letters
 - \Transmittals
- \Correspondence-CSU
 - \Emails
 - \Letters
 - \Transmittals
- \Correspondence-Contractors
 - \Emails
 - \Letters
 - \Transmittals

\Drawings and Specifications

\Archive Bid Set ————— *Archive Bid sets are to have all xref's bound to their corresponding sheet files.*

\Construction Set ————— *Drawings issued to successful bidders incorporating all Addenda modifications.*

\As-builts ————— *Archived set of drawings incorporating all construction changes and as-built information. Name: csu no.-asbuilts.zip*

\FWO's

\Meetings-Construction

\NOC-NOF

\Pay Requests

\Permits

\Photos

\112202

\Prevailing Wage Issues

\RFI's

\Contractor Name

\Contractor Name

\Schedules

\Shop Drawings (log sheet)



APPENDIX A

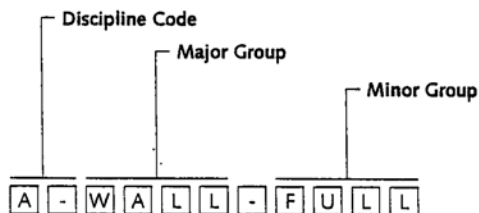
“AIA GUIDELINES FOR NAMING LAYERS”

4. Layer Name Formats

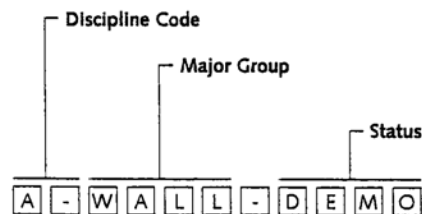
The *CAD Layer Guidelines* are organized as a hierarchy. This arrangement accommodates expansion and addition of user-defined extensions to the layer list. Layer names are alphanumeric and use abbreviations that are easy to remember.

A single format is defined rather than the short and long formats used in the first edition of *CAD Layer Guidelines*. A survey of users indicated a preference for long layer names, in part because they are easier to read and understand than short layer names. This legibility is particularly important when CAD files are distributed among architects, consultants, and clients. In the second edition, a single, long format, is specified.

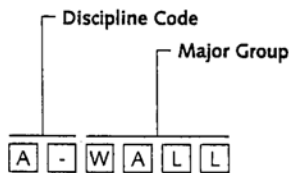
Layer Format



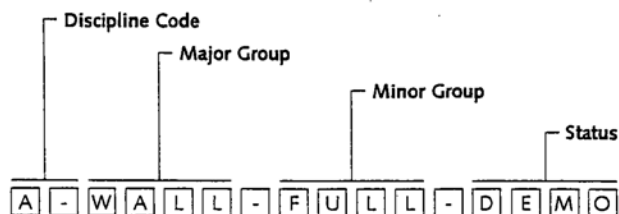
Layer name with major and minor group



Layer name with major group and status field



Simple layer name with only major group



Layer name with major group, minor group, and status field

Discipline Code

The discipline code is a two-character field with the second character either a hyphen or a user-defined modifier. The defined discipline codes are the same for both layers and file names. For example, the file A-FP01.DWG might contain layers A-WALL, A-DOOR, and A-CLNG.

Major Group

The major group designation identifies the building system. Although major groups are logically grouped with specific discipline codes, it is possible to combine major group codes with any of the discipline codes. For example, a drawing might contain the following layers:

A-WALL	Walls
A-DOOR	Doors
A-LITE	Lighting fixtures
A-FIXT	Plumbing fixtures

Minor Group

This is an optional, four-character field for further differentiation of major groups. For example, A-WALL-PART indicates architecture, new, wall, partial height. The following common modifiers are defined for use in the minor group field:

IDEN	Identification
PATT	Pattern

Status Field

The status field is a four-character designator that differentiates new construction from remodeling and existing to remain. It is only needed when phases of work must be differentiated. Defined values for this field are as follows:

NEWW	New work
EXST	Existing to remain
DEMO	Existing to demolish
FUTR	Future work
TEMP	Temporary work
MOVE	Items to be moved
RELO	Relocated items
NICN	Not in contract
PHS1-9	Phase numbers

The status field is optional and is only needed when phases of work need to be differentiated.

Layers representing the dominant phase can be represented without a status field. For example, in a small remodeling project, NEWW would indicate new construction, while layers without status fields would indicate parts of the existing building that will remain. For example, a remodeling plan might contain the following layers:

A-WALL-NEWW	New walls
A-DOOR-NEWW	New doors
A-WALL-DEMO	Walls to be demolished
A-DOOR-DEMO	Doors to be demolished
A-WALL	Existing walls to remain
A-DOOR	Existing doors to remain

Conversely, a remodeling project consisting of mostly new construction might use EXST to indicate “existing to remain” and layers without status fields to represent new construction.

The status field is always placed as the last field of the layer name. In a simple layer name such as A-WALL, the status field would be the third field (A-WALL-DEMO). In a more detailed layer name, the status field would be the fourth field (A-WALL-FULL-DEMO).

Annotation

Annotation comprises text, dimensions, sheet borders, detail references, and other elements on CAD drawings that don’t represent physical aspects of a building. Annotation is designated by the major group “ANNO.” Types of annotation are designated as follows:

*-ANNO-DIMS	Dimensions
*-ANNO-KEYN	Keynotes
*-ANNO-LEGN	Legends and schedules
*-ANNO-NOTE	Notes
*-ANNO-NPLT	Construction lines, nonplotting information
*-ANNO-REDL	Redline
*-ANNO-REVS	Revisions
*-ANNO-SYMB	Symbols
*-ANNO-TEXT	Text
*-ANNO-TTLB	Border and title block

* asterisk represents discipline code

Annotation can be placed both in model files and in sheet files. Dimensions, symbols, and keynotes would typically be placed in model files. Legends, schedules, borders, and title blocks would typically be placed in sheet files. The same layer names would be used in both cases.

A special case exists when a single model file is referenced by two or more sheet files. In this case, it may be necessary to differentiate two or more “sets” of annotation. For example, a model file containing both floor plan and ceiling plan information may need different layers for ceiling plan dimensions and floor plan dimensions. In this case, users should modify the minor group to indicate the intended view. For example, A-ANNO-DMFP for floor plan dimensions and A-ANNO-DMCP for ceiling plan dimensions.

User-Definable Fields

The minor group field can be defined by the user, allowing additional layers to be added to accommodate special project requirements. This should only be done if a defined layer does not apply to a project. Some examples of layers using a user-defined minor group field are as follows:

A-DOOR-METL	Metal doors
A-WALL-STRC	Walls to structure
A-FURN-PNL1	Furniture panels from manufacturer 1
A-FURN-PNL2	Furniture panels from manufacturer 2

In contrast to the first edition of *CAD Layer Guidelines*, this edition does not incorporate a fourth level of hierarchy for user-defined layers. In other words, users should use a layer such as A-DOOR-MIDN instead of A-DOOR-METL-IDEN. Since the minor group field can accept any user-defined code, the revised format accommodates flexibility while avoiding long, cumbersome layer names.

Layers for Elevations, Sections, and Three-Dimensional Drawings

Special groups of layers within each discipline are defined for elevations, sections, details, and three-dimensional views. Defined layer groups are as follows:

*-ELEV	Elevations
*-ELEV-IDEN	Component identification numbers
*-ELEV-OTLN	Building outlines
*-ELEV-PATT	Textures and hatch patterns
*-SECT	Sections
*-SECT-MBND	Material beyond section cut
*-SECT-MCUT	Material cut by section
*-SECT-PATT	Textures and hatch patterns
*-SECT-IDEN	Component identification numbers
*-DETL	Details
*-DETL-IDEN	Component identification numbers
*-DETL-MBND	Material beyond section cut
*-DETL-MCUT	Material cut by section
*-DETL-PATT	Textures and hatch patterns

The minor group “-ELEV” can be added to any major group layer (A-WALL, A-DOOR, etc.) to identify information only seen in 3D views. This facilitates integrating three-dimensional CAD models with two-dimensional plans as shown here:

A-WALL	Walls in plan view
A-WALL-ELEV	Wall surfaces in 3D views



APPENDIX B

“AIA GUIDELINES FOR NAMING FILES”

3. Guidelines for Naming Files

Guidelines for Sheet File Names

Sheet file guidelines have been developed by the Uniform Drawing Systems Task Team of the Construction Specifications Institute (CSI). Please refer to the Uniform Drawing System publication from CSI for more information.

Discipline Codes

A	Architectural
C	Civil
E	Electrical
F	Fire protection
G	General
H	Hazardous materials
I	Interiors
L	Landscape
M	Mechanical
P	Plumbing
Q	Equipment
R	Resource
S	Structural
T	Telecommunications
X	Other disciplines
Z	Contractor/shop drawings

Sheet Type Designators

0	General (symbols, legend, notes, etc.)
1	Plans (horizontal views)
2	Elevations (vertical views)
3	Sections (sectional views)
4	Large scale (plans, elevations, or sections that are not details)
5	Details
6	Schedules and diagrams
7	User defined
8	User defined
9	3D views (isometrics, perspectives, photographs)

Sheet Sequence Numbers

Sheet numbers should be designated sequentially starting at "01" and continuing through "99."

Examples

The following are sample sheet file names:

A-101	Architectural, first floor plan, sheet 1-1
A-102	Architectural, second floor plan, sheet 1-2
A-103	Architectural, first floor reflected ceiling plan, sheet 1-3
A-104	Architectural, first floor reflected ceiling plan, sheet 1-4
A-201	Architectural, elevations, sheet 2-1
A-501	Architectural details, sheet 5-1



APPENDIX C

“DIGITAL FILE SUBMITTALS”

DIGITAL FILE SUBMISSIONS

Digital File Submittal No.1

Upon completion of the Schematic Design Phase or when the final design scheme has been approved.

Provide all sheet files associated with the final and approved design scheme. These files will have all information contained within them. No externally referenced information is required at this stage. These files are to be archived into a ZIP (compressed) file.

Naming of this file shall be similar to: CSU No.-Scheme No.-Date. zip
CSU No. – Cleveland State University Job Number
Scheme No. – SK + the number of the scheme + possible generation letter
Example: SK02B: Second generation of Scheme No. 2
Date – Corresponding date of final approved schematic
Example: 121502

File Name Example: 0008-SK02B-121502.zip

Digital File Submittal No.2

Upon completion of the approved Design Development Package.

Provide all sheet files associated with the approved Design Development Package (include all disciplines). These files will have all of the externally referenced information bound, but not exploded, to the sheet file. These files are to be archived into a ZIP (compressed) file.

Naming of this file shall be: CSU No.-DD.-Date. zip
CSU No. – Cleveland State University Job Number
DD – Design Development
Date – Corresponding date of approved Design Development Package
Example: 121502

File Name Example: 0008-DD-121502.zip

Digital File Submittal No.3

Upon completion of the Construction Documents, unilateral to issuing for Bidding.

Provide all sheet files associated with the approved Construction Document Package (include all disciplines). These files will have all of the externally referenced information bound, but not exploded, to the sheet file. These files are to be archived into a ZIP (compressed) file. Include in this ZIP (compressed) file the final draft of the specifications including the front end and cover sheet.

Naming of this file shall be: CSU No.-BIDSET-Date. zip

CSU No. – Cleveland State University Job Number

Date – Issuance date for Bidding of Construction Documents

Example: 121502

File Name Example: 0008-BIDSET-121502.zip

Digital File Submittal No.4

Upon completion of the Bidding Phase, prior to issuing the Construction Set.

Provide all sheet files associated with the Construction Document Package as modified by the Bidding Process (include all disciplines). These files will include ALL addenda and Bidding changes. These files will have all of the externally referenced information bound, but not exploded, to the sheet file. These files are to be archived into a ZIP (compressed) file. Include in this ZIP (compressed) file the final draft of the specifications including the front end and cover sheet.

Naming of this file shall be: CSU No.-BIDSET WITH ADDENDA-Date. zip

CSU No. – Cleveland State University Job Number

Date – Issuance date for Bidding of Construction Documents

Example: 121502

File Name Example: 0008-BIDSET WITH ADDENDA-121502.zip

Digital File Submittal No.5

Upon completion of the Construction Phase, during project close-out procedures/

Provide all sheet files associated with the Construction Document Package as modified by the Construction Process (include all disciplines). These files will include ALL RFI, FWO Change Order modifications and will reflect ALL field changes recorded by the contractors. These files will have all of the externally referenced information bound, but not exploded, to the sheet file. These files are to be archived into a ZIP (compressed) file. Include in this ZIP (compressed) file the final draft of the specifications including the front end and cover sheet.

Naming of this file shall be: CSU No.-ASBUILTS-Date. zip

CSU No. – Cleveland State University Job Number

Date – Issuance date for Bidding of Construction Documents

Example: 121502

File Name Example: 0008-ASBUILTS-121502.zip