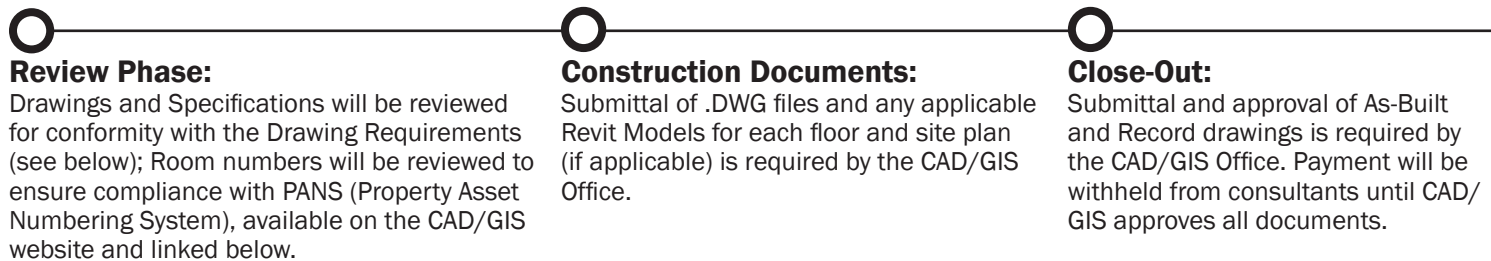


APPENDIX A0022.1 CAD / GIS OFFICE DOCUMENT SUBMITTAL REQUIREMENTS

The best way to understand our submittal requirements through the life cycle of a project is to see them on a timeline:



Drawing Requirements (All Design Phases):

- UCB Project number (all drawing sheets and pages in Specifications)
- Date and Design Phase - SD, DD, CD, etc. (all sheets)
- Sheet Number and Description (all sheets)
- If a building project, UCB standard Building Name and Building Number (all sheets)
- Sheet Index

Review Submissions (Concept/Schematic/Design Development/Construction):

All submissions shall conform to the above-stated drawing requirements. Room numbers shall be developed using [PANS](#) document as a resource and be included in drawings no later than the SD phase.

For Construction Documents: At this phase we require the architectural Floor Plans (in .DWG format) and Revit model (if a model is being prepared) to be submitted, as well as the Site Plan with the building footprint (if applicable, in .DWG format).

Summary of AIA Drawing Definitions:

- As-Built Drawings: As-built drawings are prepared by the contractor. They show, in red ink, on-site changes to the original construction documents.
- Record Drawings: Record drawings are prepared by the design professional and reflect on-site changes the contractor noted in the as-built drawings. They are often compiled as a set of on-site changes made for the owner per the owner-architect contract.

Close-Out Requirements: The close-out package must contain the following

- All model files (if models were used for drawing creation) in Revit format
- Sheet List - A list of all sheets used for construction (including shop drawings) listed by discipline including the sheet number and description.
- Lead consultant must provide a list of all drawings created for the project including shop drawings in excel format with the with the record submittal.
- Complete set of contractor As-Built drawings in PDF format
- Individual files for all sheets from the project including shop drawings. All sheets to meet the above-mentioned requirements and must include the words "Record or Record Document" in the title block or have a Record stamp if the consultant is licensed.
- Project alternates must be labeled as "Built" or "Not-Built" on drawings wherever there is reference to the alternate.
- All drawing sheets must be submitted in both CAD .DWG format as well as in PDF format. Drawing content must be identical between the DWG file and PDF file or the drawings will be rejected.
- Drawing sheets (both PDF's and DWG's) shall be individual files with the sheets number as the filename (e.g., A100.PDF and A100.DWG).
 - PDF files - PDF's shall be individual files with the filename convention stated above.
 - DWG files - DWG's shall be individual files that do NOT depend on any other files - external references, attached images, stamps, etc. must be bound or pasted into the .DWG file.
 - Each file shall have only one layout corresponding to that sheet and filename.
 - Prior to exporting a Revit file to a .DWG file, all shadows, fills, high-detail settings, textures, etc. must be turned off.
- Specifications - Project specifications shall be in a PDF file in OCR searchable format. UCB project number, Record stamp or text to be included on each page.

Additional Requirements for Site and Utility Drawings:

- Site Development Drawings shall be set up using CO-HARN or HARN/CO.CO-NF coordinates. All site surveys must be tied to a control network provided by the CAD/GIS office. If a scale factor has been applied to the drawings, they must be either scaled back or the scale factor indicated on the drawings.

If you have questions not addressed by this document, please email us at FMCAD@colorado.edu

All referenced documents, guides, and additional resources can be found on our website [CAD/GIS Website](#)