## 1. GENERAL REQUIREMENTS: Amended 1-18-22 See Pages 1 and 28-31

**1.1.** A/E Requirements: When required by the University the Design Build Architect/Engineer (DBA/E) assigned by contract to a given project shall utilize the attachments as identified in previous Chapters.

## **2. ATTACHMENTS:**

- **2.1.** Forms: The following forms are modeled after the attachments in the DGS Procedure Manual, July, 2003 Edition.
  - **a.** Summary Areas, Volume & Efficiency Form
  - **b.** Tabulation of Gross Area Form
  - **c.** Summary Net Assignable Areas Form
  - **d.** University Standard Construction Document Change Form
  - e. Engineer's and Developer's Certification Form
  - **f.** Building Code Study Data Forms
  - **g.** Project Description Forms
  - **h.** Directions for Completing the Project Description Forms
  - **i.** See pages 2 through 14 for the samples of the forms and related instructions.

## 2.2. University Standard Cover Sheets and Drawing List:

- **a. Cover Sheet Bound Documents:** The University Standard Cover Sheet shall be used on all projects for all bound specifications, reports, studies etc. prepared by the A/E and submitted to UMB. See page 17 for a sample of the cover sheet.
- **b. Cover Sheet Drawings:** The University Standard Cover Sheet shall be used on all projects for all bound drawing sets prepared by the A/E and submitted to UMB. See pages 15 &16 a sample of the drawing template and cover sheet.
- c. Standard Sheet Title and Drawing Number List: The University Standard Sheet Title and Drawing Number List shall be used on all projects for all bound drawing sets prepared by the A/E and submitted to UMB. See pages 18 to 27 for a sample of the sheet numbers and sheet titles.
- 2.3. Availability: Up to date forms, cover sheets and drawing list are available electronically on the UMB <u>D & C</u> Web Site @ <u>https://www.umaryland.edu/designandconstruction/design-and-construction-documents/</u> <u>Choose the appropriate "View UMB..... Current Edition" for the desired file.</u>
- **2.4.** <u>Bookmarks:</u> See pages 28 31 for bookmark requirements for PDF File Submissions from consultants.

## **CHAPTER FIVE – ATTACHMENTS**

## **SUMMARY - AREAS, VOLUME & EFFICIENCY**

PROJECT: \_\_\_\_\_ UNIVERSITY PROJECT NO: \_\_\_\_\_

FACILITY: \_\_\_\_\_ DATE: \_\_\_\_\_

ARCHITECT/ENGINEER \_\_\_\_\_

	AREA SQ. FT.							
ITEM	PROGRAM	SD	DD	50%	95%	100%		
GROSS AREA (Notes 1 & 2)								
NET ASSIGNABLE AREA (Notes 1 &								
2) (Sh. 3 to incl.)								
GROSS FACTOR (Note 1)								
EFFICIENCY FACTOR (Note 3) %								
EFFICIENCY (Note 4)								
SUBMISSION DATE (Note 5)								

NOTES:

- 1. Gross Areas, Net Assignable Areas and Volumes shall be calculated in strict accordance with the University Procedure Manual.
- 2. Attach additional sheets as follows: Sheet 2 Tabulation of Gross Areas; Sheet 3 and subsequent sheets Tabulation of Net Assignable Areas (Room by Room).
- 3. To obtain Efficiency Factor: Divide Gross Area by Net Assignable Area (e.g. 49,209 SF Gross Area divided by 33,705 SF Net Assignable Area = 1.46).
- 4. To obtain % Efficiency: Divide Net Assignable Area by Gross Area and multiply by 100 (e.g. 33,705 SF Net Assignable Area divided by 49,209 SF Gross Area multiplied by 100 = 68.5% Efficiency)
- 5. Submit in triplicate to the University Project Manager with each phase submission of the review documents. Figures shall be shown for all previous phases as well as the current phase submitted.

## **CHAPTER FIVE – ATTACHMENTS**

## **TABULATION OF GROSS AREA**

PROJECT: \_\_\_\_\_ UNIVERSITY PROJECT NO: \_\_\_\_\_

FACILITY: \_\_\_\_\_ DATE: \_\_\_\_\_

ARCHITECT/ENGINEER:

DESCRIPTION	GROSS AREA (SF)					
	PROGRAM	SCHEMATIC	DD	50%	95%	100%
Utility Tunnels (Within 10 feet)						
Crawl Space (6 feet or more high)						
Sub-Basement						
Basement						
Ground Floor						
Mezzanine						
Balcony						
Fixed Bleachers (w/rooms below)						
1st Floor						
2nd Floor						
3rd Floor						
4th Floor						
Other						
Other						
Mezzanine (Boiler or Equip. Room)						
Penthouses (Stairs, Elev., Mech.)						
Areaways (1/2)						
Canopies (1/2)						
Roof or Floor						
Overhangs (1/2)						
Open piazza under bldg. (1/2)						
Covered Balcony (1/2)						
Loading Dock (1/2)						
TOTALS						

## TABULATION OF NET ASSIGNABLE AREAS

PROJECT: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_

FACILITY: \_\_\_\_\_

DATE: \_\_\_\_\_

ARCHITECT/ENGINEER:

Room No.	DESCRIPTION	NET ASSIGNABLE AREAS (SF)					
		PROGRAM	SD	DD	50%	95%	100%
Total (This S	heet)						
GRAND TO	TAL (Sheet 3 to )						

### UNIVERSITY of MARYLAND, BALTIMORE CONSTRUCTION DOCUMENT CHANGE (CDC)

<b>Construction Document Change</b>	CDC #:
Project Title:	UMB Project #:
Prepared By:	Date Prepared:

## PROPOSED CHANGES TO THE CONTRACT DOCUMENTS:

Provide all labor, materials, equipment, and services necessary to accomplish the following changes to the contract documents. If it is concluded that incorporation of the changes included herein will result in a change to the contract amount and/or schedule, please submit an itemized change order proposal indicating all changes to the contract amount and/or contract schedule. This is not a contract change order or contract amendment. This is not a direction to proceed with work described herein, unless it is agreed that there is no change to the contract amount and schedule. Include all changes authorized to be performed in the set of Record Documents.

#### **UMB Project Manager:**

Date:

The modifications to the contract documents as a result of this Construction Document Change include the following:

## **ENGINEER'S AND DEVELOPER'S CERTIFICATION**

### **ENGINEER'S CERTIFICATION**

I (We), \_\_\_\_\_\_, do hereby certify that the sediment control provisions shown on this plan are designed in accordance with the guidelines, standards and specifications for soil erosion and sediment control issued by the Maryland Department of the Environment, latest edition.

Signature	Title	Date
Printed Name	MD Regis	tration No.
		E., R.L.S. or R.L.A. ircle)

## UNIVERSITY/DEVELOPER'S CERTIFICATION

I/We hereby certify that:

- A. All development and construction will be done in accordance with this sediment and erosion control plan and further authorize the right of entry for periodic on-site evaluation by the State of Maryland Department of the Environment enforcement inspectors.
- B. Any responsible personnel involved in the construction project will have a certificate of attendance at a Department of the Environment approved training program for the control of sediment and erosion before beginning the project.

Signature

Date

Printed Name and Title

Card No.

DESIG	SN PHASE:	BUILDING CODE STUDY DATA SDDDCD DATE:	
1)	PROJECT:	PROJECT NO	
2)	APPLICABLE CO	DES:	
3)	<ul> <li>D) National State</li> <li>E) National Electron</li> <li>F) ASHRAE:</li> <li>G) Elevator and</li> </ul>	NFPA – 2006 al Mechanical Code: IMC – 2006 andard Plumbing Code: NSPC – 2003	· · · ·
3)	Use Group (Section Special Use and Oc Incidental Use Area Proposed Type of C Building Height All Additional Credit f Building	IBC         302):          cupancy(Chapter 4):          as(Table 508.2):          construction(Table 503):          cowance(Table 503):          or Fully Sprinklered	<u>NFPA</u>
4)	First Floor Second Floor Third Floor Mechanical Pentho Total (GSF) MAXIMUM ALLC Per IBC Table 503:	AL CROSS AREAS:	
5)	OCCUPANCY LO	ADS: IBC (Table 1004.4.1): Life Safety (Table	7.3.1.2):

## 6) EGRESS WIDTH:

**IBC (Table 1004.4.1):** Life Safety (Table 7.3.1.2):

Egress Width at Stairs:	 
Egress Width at Doors:	 
Egress Width at Corridors:	 

## 7) OCCUPANCY LOADS AND EGRESS REQUIREMENTS:

Location (Spaces)	:
Area in Sq. Feet	:
Maximum Floor Area	:
Allowance per Occupant	(1004.1.1):
Egress Width Required	(1005.1) :
<b>Egress Width Provided</b>	(In Inches):
Number Exits Required	(1019.1) :
Number Exits Provided	:

## 8) FIRE PROTECTION SYSTEM REQUIREMENTS:

	IBC System Reqd. IBC 2006 NFPA
Automatic Sprinkler	(Yes/No) Reference 101-2006 (Sec 903):
Fire Extinguishers	(Sec 903):
Standpipe System	(Sec 903):
Portable Fire Extinguishers	
Fire Alarm System	(Sec 903):
<b>Emergency Alarm System</b>	(Sec 903):
Smoke Control System	(Sec 903):
Smoke and Heat Vents	(Sec 903):
Fire Command Center	(Sec 903):
Fire Dept. Connection (Sec 9	

## 9) MAXIMUM DEAD END/DISTANCE:

Use Group	:	
IBC – 2006 (1016.3)	:	
NFPA – 2006	:	

## **10) INTERIOR FINISH REQUIREMENTS:**

(	Class	Flame Spread	<b>Smoke Development</b>
IBC – 2006 (Table – 803.5):			
NFPA – 2006 (Chapter 10):			

## 11) MAXIMUM TRAVEL DISTANCE TO EXIT:

Actual: Show on Life Safety Plan

IBC 2006 (Table – 1015.1)

NFPA - 2006

Allowable:	<u></u>		-		
MAXIMUN	1 CORRIDOR	WIDTH REQUIR	EMEN	ГS:	
Location	Width	IBC Reference (	(1017.2)	NF	PA-Reference
PANIC HAR	DWARE:				
Location	Required	IBC Reference (	(1008.1.	9) NF	PA-Reference
STAIR DAT.	A: (Section 100	19)			
Stair Width	:				
Capacity				-	
<b>Rated Enclos</b>	sure:				
BUILDING	FIRE RATING	····			
				IBC – 2006 (601-602)	
STRUCTUR	AL FRAME	:			
Including Co	lumns, Girder	s, Trusses	-		
EXTERIOR	BEARING WA	ALL :	:		
EXTERIOR	NON-BEARIN	NG WALL :			
INTERIOR 1	BEARING WA	LL :	:		
FLOOR CO	NSTRUCTION	J .			
	pport Beams a		-		
ROOF CON	STRUCTION		•		
	pport Beams a	nd Joist	-		
_					
		:	-		
FIRE WALL	.S – USE GRO	UP :			
Protective O	pening Rating	(Section 705 & 715)	)		
VERTICAL	EXIT ENCLO	SURE	•		
		(Section 704.4)	-		
		R HOIST WAYS: _			
r rotective O	pening kating	(Section 707.4)			
	SS CORRIDO	RS : _ (Section 1017.1)			

:

SMOKE BARRIER Protective Opening Rating (Section 709)

## **PROJECT DESCRIPTION SHEET**

DESIGN PHASE	DD95% CD1009	% CD DATE:
PROJECT:	PROJECT	NUMBER:
FACILITY:		
ARCHITECT:		
ENGINEERS:		
A. DESCRIPTION:		
B. OCCUPANCT:		

C.	Gross Area (SF)	Net Assignable Area (SF)	Perimeter Walls (SF)
Basement			
Floor 1			
Mezzanine			
Floor 2			
Floor 3			
Penthouse			
Covered Atrium			
Totals			

D. TOTAL VOLUME: \_\_\_\_\_ cubic feet

E. EFFICENCY: Assignable Area = \_\_\_\_ x 100 = \_\_\_\_ % E Eff. Gross Area Gross Area = \_\_\_\_ Efficiency Factor. Assignable Area

F. REMARKS:

G. HANDICAPPED:

H. ASBESTOS REMOVAL REQUIRED: \_\_\_\_\_

\_\_\_\_\_

## **PROJECT DESCRIPTION SHEET**

CONSTRUCTION			-	
1. Foundation				
2. Structural				
3. Exterior Walls				
4. Partitions				
5. Floors				
6. Floors Finish				
7. Ceilings				
8. Roof				
9. Roof Finish				
10. Wall Finish				
11. Doors & Frames				
12. Windows				
13. Toilet Room Partitions				
14. Plumbing	Total #	of Fixtures	WC SH	DF
-	LAV		OTHER	
15. Sewers	Sanitary:	Storn	n:	Septic:
16. Water Supply				
17. Fire Protection				
18. Heating				
19. Heating Plant				
20. Ventilation				
21. Air Conditioning	Tons:	%		
22. Electric				
23. Special Electric				
24. Site Electric				
25. Elevators				
26. Parking Lots				
27. Roads	Curbs:			
28. Walks & Steps				
29. Built-in Equipment				
29. Built-in Equipment30. Site Specialties				
29. Built-in Equipment      30. Site Specialties				

## SKETCH

## DIRECTIONS FOR COMPLETING PROJECT DESCRIPTION SHEET

The project Architect/Engineer shall complete a separate Project Description Sheet (Attachment #6) for each building of a project and submit the original with 2 copies to the Department of General Services:

- (1) to accompany the design development plans,
- (2) to accompany the final plans (prior to bid, after all revisions.) And
- (3) at such other times as requested.

Keep description brief, use abbreviations.

## GENERAL

- A. Give brief description of structure. When project has more than one building, give building title here.
- B. State occupancy:

Garage or Parking number of vehicles; Nursing Home, Dormitory or Hospital number of student or patient beds; Auditorium or Gym number of seats; Housing number of rental units;
Librarynumber of volumes, number of carrels, number of seats,
(including carrels);
Dining Hall number of seats;
Kitchen meal capacity;
University Academic Buildings number students each building,
number of classrooms, number of faculty offices;
Public Schools number of pupils, number of faculty offices,
number of classrooms;
Office of Administration Buildingnumber of personnel; etc; Court Housesof seats;

- C. Give gross area in square feet, assignable area in square feet and length of perimeter walls in linear feet for each floor or level. Gross and Assignable Areas shall be figured on the basis of Assignable Area and Supporting (unassignable) Areas as defined in appendix D of this manual.
- D. State gross volume of structure in cubic feet. Use height from underside of lowest floor construction system to average top of finished roof surface for each portion of areas above. For slabs on grade, use height from bottom of gravel.
- E. Figure efficiency both ways as indicated: as a percent and as a factor (e.g. 60% and 1.67).
- F. For additional information or continuation of other items.
- G. State whether facilities for the handicapped are included.
- H. State whether asbestos abatement is required.

I. Draw a one-line plan view to a small scale; give basic dimensions and indicate number of stories of each portion of facility.

## CONSTRUCTION

- 1. State types spread footings, caissons, piles (timber, pipe, h, precast concrete, cast-in place, pressure injected, etc.), grade beams, etc. If footings are on engineered fill, so state.
- 2. State types structural steel, reinforced concrete, precast units, wall bearing or structural frame, timber, post-tensioned, etc.
- 3. State type and materials curtain or bearing, solid or cavity, brick, brick and block, precast, metal, wood frame, with or without insulation, etc.
- 4. State type and materials fixed or movable, bearing or non-bearing, brick, block, tile, metal, precast, gypsum, metal or wood stud and sheet-and-rock, concrete, etc.
- 5. State type and materials precast or poured-in-place concrete, steel deck or form with concrete fill, steel or wood joist, flat slab, etc.
- 6. State finish materials resilient flooring, concrete, carpeting, terrazzo, etc. (State total square yard area of carpeting and terrazzo). (Do not include toilet rooms in this item.)
- 7. State finish materials. (Do not include toilet rooms in this item.)
- 8. State construction flat or pitched, wood, concrete or steel framing, metal deck, concrete slab, precast, gypsum plank, etc.
- 9. State materials built-up, slate, asphalt shingles, galvanized, copper, etc.
- 10. State finish materials paint, epoxy coatings, ceramic tile, glazed block, wainscots, plaster, etc. (Do not include toilet rooms in this item.)
- 11. State type and material hollow metal or wood, solid core wood, glass aluminum and glass, overhead, roll-up, revolving, etc. (Include type of frames hollow metal, steel, wood, etc.)
- 12. State type and material fixed double hung, projected, casement, sliding, awning, pivoted, window wall, aluminum, wood, steel, stainless steel, bronze, etc.
- 13. State types and materials of construction and finishes for floor, walls, ceiling, including wainscots, type of toilet partitions, etc.
- 14. State number of each type plumbing fixture; give total number. Add types not listed in places provided. Give size and type of domestic water heater. Use the following abbreviations:

WC - toilet	SS - service sink	Lav - lavatory
UK - unit kitchen	U - urinal LS -	Lab sink
SH - shower head	KS - kitchen sink	SC - shower compartment

PS - pot sink	BT - bathtub	DS - dish sink
LT - laundry tub	FD - food waste dispos	al SB - special bath
BP - bed pan sterilizer	HB - hose bibb	DF - drinking fountain
WH - water heater	WTC - water cooler	-

- 15. State type of material, size and length (over 10 feet from building) for each type and size of sewer. State the type and capacity (gallons) of septic system.
- 16. State type of materials, size and length (over 10 feet from building) of water lines. If from wells, state number and capacity. Include hot and cold water lines from a central facility.
- 17. State types and locations sprinklers, standpipes, smoke or heat detectors, fire alarm system, extinguishers, hydrants, Fire Department connections, etc.
- 18. State types of systems including types of temperature control systems.
- 19. State whether plant is individual (state fuel) or central. State size and length (over 10 feet from building) of each outside line (steam, hot water, cold water, etc.) from a central plant.
- 20. Brief description. State cubic feet per minute quantities of total outside air and total exhaust air.
- 21. State types of systems, air conditioning tonnage, percentage of building that is air conditioned.
- 22. State service, distribution and utilization voltages, phase, amperage, overhead or underground service (give length over 10 feet from building), wiring method of building such as type, concealed or exposed, etc.
- 23. State electrical specialties such as audio-visual, stage lighting, lightning protection, intrusion protection, communication systems, emergency systems (e.g. battery units or generator), time system, power for computers, etc.
- 24. State items of site electric, such as exterior lighting, sub-station, etc.
- 25. State type and number of elevators, dumbwaiters, moving stairs, etc.
- 26. State type of construction, area in square yards and number of vehicles.
- 27. State type of construction and area in square yards. Give type of curbs and length in feet.
- 28. State type of construction and area in square yards.
- 29. State what built-in-equipment is included in project such as kitchen, snack bar, exhaust hood, special refrigeration, cabinet work, laboratory equipment, library stacks, wardrobes, special exhaust or waste systems, chalk and tack boards, draperies, pedestal floor (give area), etc.

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				State of Maryland Board of Public Works Larry Hogan Pater Franchor	Nancy K. Kopp Stat Maryland General Assembly	Thomas V. Mike Miller, Jr. Michael Erin Busch	Consultants	hter & Lighting Bridingers Compary Marries 1 Compary Address 2 Compary Marries 2 Crity State Zip Cost	ONLENGINER Compary Name Compary Address I Compary Address 2 Onto Party 20 Compary Patterns 2	TELECORI MULTI-MEDIA Compary Name Compary Address J Compary Address 2 Confrary Address 2 Confrary Phone Number	
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	UNIVERSITY of MARYLAND BALTIMORE ADDREATON & FIANCE DELONGTON OF A TALOGENER OFTCE OF FACILITIES WANGENER OFTCE OF FACILITIES WANGENER	PROJECT TITLE BUILDING NAME BUILDING STREET ADDRESS BUILDING STREET ADDRESS BUILDING STREET ADDRESS	UM Project No.: A/E Project No.: OM Project No.		PA STITICES POST A THOUSE ADDRESS ADDR	Franciscum COLOR 40 CB Franciscum COLOR 40 CB	отока станали и политична и политична станование и	La contractoria contractoria la restructura contractoria la contractori contractoria contractori	8598688888	518 41 BEE	та почтолого налит та почтолого налит по понток понтока понток та понток понтока понтока та понток допуската та понтока долуга
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ADMINISTRATION DESIGN AND CONSTR OFFICE OF FACILITIE 620 W. LEXINGTON S BALTIMORE, MARYLA PHONE NO. (410) 706- PROJECT TI BUILDING NAME BUILDING STREET AU BALTIMORE, MARYLA UM Project No.: A/E Project No.:	RUCTION SS MANAGEMENT STREET, 6TH FLOOR ND 21201 08-7740 8547 TLE DDRESS AND 21201 00-000 00-000	YLAND	
UMB PROJECT NO. : XX-XXX PROJECT TITLE :	BUILDING NO. : XXXX	UMB SKETCH :	000
PROJECT TITLE			
	A/E CONSULTANT:	SHEET REFERENCE NO	)00
ADMINISTRATION & FINANCE		CAD FILE NUMBER: 8.5x11 U	IMB Cover Sheet Templates
DESIGN AND CONSTRUCTION OFFICE OF FACULTOES MANAGEMENT		DATE : xx/xx/xx	SHEET NO. :
620 W. LEDINGTON FIRENT, OTH FLOOR Baltimode, Maryland 21801 Phone No. (410) 706-8505/Fax NO. (410) 706-8547		SCALE : AS NOTED	X OF X



ADMINISTRATION & FINANCE

DESIGN AND CONSTRUCTION

## SPECIFICATIONS FOR THE CONSTRUCTION OF *NEW ADMINISTRATION BUILDING* AT THE UNIVERSITY OF MARYLAND

UNIVERSITY PROJECT # 06-418 BUILDING INVENTORY No. 8100

**BID PACKAGE 3a-Superstructure** 

## **VOLUME 1 OF 2: PROJECT SPECFICATIONS**

#### March 16, 2007

#### Owner

University of Maryland, Baltimore Design and Construction 620 W. Lexington Street, 6<sup>th</sup> Floor Baltimore, Maryland 21201

#### Architect

Architecture, Inc. 100 Main Street, Baltimore, MD 21202

#### **Structural Engineer**

Steel & Concrete, Inc. 13 First Street, Suite 200 Downtown, MD 21201

MEP Engineer MEP Associates 1300 Shady Lane Springfield, MD 21201

#### **Board of Public Works**

Lawrence J. Hogan Jr., Governor Peter Franchot, Comptroller Nancy K. Kopp, Treasurer

Maryland General Assembly Thomas V. Miller Jr, Senate President Michael Erin Busch, House Speaker

#### **Civil/Site Engineer**

Dirt, Inc. 230 Invert Ave. Anywhere, Maryland 21201

#### Information Technology

Technologies Unlimited 1 Internet Highway Hypersphere, N/A

#### **Construction Manager**

Acme Builders 100 1/2 Corporate Boulevard Suburban, MD 21201

A/E – Edit Italic Text for project. Cover sheet shall be used for all bound documents submitted to UMB.

A/E Note - Edit each discipline drawing number and sheet title for the project requirements. When additional drawing numbers and sheet titles are required modify each discipline accordingly conforming to the drawing numbering system below.

Example: Adding a 7<sup>th</sup> & 8<sup>th</sup> Floor use A107 & A108 for the Floor Plans and the Roof Plan becomes A109, etc. For Renovation Projects the floor plan sheet numbers for each discipline start with 100. Example: AD100, A100, MD100 (Ductwork), M100 (Ductwork), MD200 (HVAC Piping), M200 (HVAC Piping), ED100 (Power), E100 (Power), ED200 (Lighting), E200 (Lighting) etc.

## UMB STANDARD SHEET NUMBERS AND SHEET TITLES GENERAL

GENERAL

G000 UMB STANDARD COVER SHEET

## CIVIL

- CD100 CIVIL DEMOLITION
- C100 SITE PLAN
- C200 STREETSCAPE PLAN
- C201 STREETSCAPE DETAILS
- C202 PUBLIC CURB/SIDEWALK REPLACEMENT PLAN
- C203 PUBLIC CURB/SIDEWALK REPLACEMENT PLAN
- C300 PUBLIC WATER PLAN AND PROFILES
- C301 PUBLIC STORM DRAIN PLAN AND PROFILES
- C302 SANITARY PLAN AND PROFILES
- C303 ELECTRICAL DUCTBANK PROFILES
- C400 STORMWATER MANAGEMENT DRAINAGE STUDY AREA
- C401 STORMWATER MANAGEMENT DETAILS

## LANDSCAPE

LD100 LANDSCAPE DEMOLITION

- L001 LANDSCAPE AND IRRIGATION NOTES AND SYMBOLS
- L100 LANDSCAPE AND IRRIGATION SITE PLAN
- L200 LANDSCAPE AND IRRIGATION GRADING PLAN
- L300 LANDSCAPE AND IRRIGATION PLANT PLAN
- L400 LANDSCAPE AND IRRIGATION DETAILS

## STRUCTURAL

- S001 GENERAL NOTES, CODE & ENGINEERING DATA
- S002 GENERAL NOTES
- SD100 BASEMENT FLOOR DEMOLITION PLAN
- SD101 FIRST FLOOR DEMOLITION PLAN

- SD102 SECOND FLOOR DEMOLITION PLAN
- SD103 THIRD FLOOR DEMOLITION PLAN
- SD104 FOURTH FLOOR DEMOLITION PLAN
- SD105 FIFTH FLOOR DEMOLITION PLAN
- SD106 SIXTH FLOOR DEMOLITION PLAN
- SD107 ROOF DEMOLITION PLAN
- S100 FOUNDATION AND BASEMENT FLOOR FRAMING PLAN
- S101 FIRST FLOOR FRAMING PLAN
- S102 SECOND FLOOR FRAMING PLAN
- S103 THIRD FLOOR FRAMING PLAN
- S104 FOURTH FLOOR FRAMING PLAN
- S105 FIFTH FLOOR AND LOW ROOF FRAMING PLAN
- S106 SIXTH FLOOR FRAMING PLAN
- S107 ROOF AND MACHINE ROOM FRAMING PLAN
- S108 ROOF FRAMING PLAN
- S200 FOUNDATION WALL ELEVATIONS AND SECTIONS
- S300 TYPICAL DETAILS
- S301 TYPICAL DETAILS
- S302 TYPICAL DETAILS
- S400 SECTIONS AND DETAILS
- S401 SECTIONS AND DETAILS
- S402 SECTIONS AND DETAILS
- S403 SECTIONS AND DETAILS
- S500 COLUMN SCHEDULE

#### ARCHITECTURAL

- A001 GENERAL NOTES SYMBOLS AND ABBREVIATIONS
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- FPD103 THIRD FLOOR DEMOLITION PLAN SPRINKLER
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- FPD107 ROOF DEMOLITION PLAN SPRINKLER
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## ELECTRICAL

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- ED103 THIRD FLOOR DEMOLITION PLAN POWER
- ED104 FOURTH FLOOR DEMOLITION PLAN POWER
- ED105 FIFTH FLOOR DEMOLITION PLAN POWER
- ED106 SIXTH FLOOR DEMOLITION PLAN POWER
- ED107 ROOF DEMOLITION PLAN POWER
- E100 BASEMENT FLOOR PLAN POWER
- E101 FIRST FLOOR PLAN POWER
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- E103 THIRD FLOOR PLAN POWER
- E104 FOURTH FLOOR PLAN POWER
- E105 FIFTH FLOOR PLAN POWER
- E106 SIXTH FLOOR PLAN POWER
- E107 PENTHOUSE FLOOR PLAN POWER
- E108 ROOF PLAN POWER

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- ED204 FOURTH FLOOR DEMOLITION PLAN LIGHTING
- ED205 FIFTH FLOOR DEMOLITION PLAN LIGHTING
- ED206 SIXTH FLOOR DEMOLITION PLAN LIGHTING
- ED207 ROOF DEMOLITION PLAN LIGHTING
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E300 ELECTRICAL DETAILS

- E500 BASEMENT FLOOR PLAN FIRE ALARM
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- E505 FIFTH FLOOR PLAN FIRE ALARM
- E506 SIXTH FLOOR PLAN FIRE ALARM
- E507 PENTHOUSE FLOOR PLAN FIRE ALARM
- E508 ROOF PLAN FIRE ALARM
- E600 ONE-LINE RISER DIAGRAM
- E601 FIRE ALARM RISER DIAGRAM
- E602 FIRE ALARM GRAPHIC ANNUNCIATOR
- E700 ELECTRICAL PANEL SCHEDULE
- E710 LIGHTING SCHEDULE
- E800 USER DEFINED

## AUDIO VISUAL AND TELECOMMUNICATIONS

TA001 AUDIO VISUAL AND TELECOMMUNICATIONS TITLE SHEET

TASD100 TELECOMMUNICATION DEMOLITION SITE PLANTAS100 TELECOMMUNICATION SITE PLAN

TA101 TELECOMMUNICATIONS SYSTEM OSP

TA200 AUDIO VISUAL AND TELECOMMUNICATIONS BASEMENT FLOOR PLAN
TA201 AUDIO VISUAL AND TELECOMMUNICATIONS FIRST FLOOR PLAN
TA202 AUDIO VISUAL AND TELECOMMUNICATIONS SECOND FLOOR PLAN
TA203 AUDIO VISUAL AND TELECOMMUNICATIONS THIRD FLOOR PLAN
TA204 AUDIO VISUAL AND TELECOMMUNICATIONS FOURTH FLOOR PLAN
TA205 AUDIO VISUAL AND TELECOMMUNICATIONS FIFTH FLOOR PLAN
TA206 AUDIO VISUAL AND TELECOMMUNICATIONS SIXTH FLOOR PLAN

- TA300 TELECOMMUNICATIONS RACK ELEVATIONS TA301 TELECOMMUNICATIONS RACK ELEVATIONS
- TA500 TELECOMMUNICATIONS DETAILS
- TA600 TELECOMMUNICATIONS RISER DETAILS

## SECURITY

TY001 SYMBOLS, LEGENDS & ABBREVIATIONS – SECURITY

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- TY101 FIRST FLOOR PLAN SECURITY
- TY102 SECOND FLOOR PLAN SECURITY
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- TY104 FOURTH FLOOR PLAN SECURITY
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- TY501 DETAILS CCTV CAMERAS
- TY600 RISERS SECURITY
- TY601 RISERS SECURITY DOOR DEVICES
- TY602 RISERS SECURITY SYSTEM

**Note:** The intent of this document is to identify and standardize bookmarks for pdf files submitted to the University by Consultants. See examples below.

**Bookmarks**: Bookmarks shall be Set Up as Document Outlines. Thumbnails are not required.

## **EXAMPLE: PDF DRAWING FILE SUBMISSION**

<b>Document Outline:</b> (List each drawing number – sheet title for the project in each discipline)
(See Drawing Index and UMB Standard Drawing Numbers and Sheet Titles) Architectural G000 – Cover Sheet A002 – Code Analysis AD100 – Basement Floor Demolition Plan A100 – Basement Floor Plan
Mechanical M001 – Symbols and Abbreviations MD100 – Basement Floor Demolition Plan – HVAC M100 – Basement Floor Plan – HVAC MD200 – Basement Floor Demolition Plan – HVAC Piping M200 – Basement Floor Plan – New Work – HVAC Piping
Plumbing P001 – Symbols and Abbreviations PD100 – Basement Floor Demolition Plan – Plumbing P100 – Basement Floor Plan - Plumbing
Fire Protection FP001 – Symbols and Abbreviations FPD100 – Basement Floor Demolition Plan - Sprinkler FP100 – Basement Floor Plan - Sprinkler
Electrical E001 – Symbols and Abbreviations ED100 – Basement Floor Demolition Plan – Power E100 – Basement Floor Plan – Power ED200 – Basement Floor Demolition Plan – Lighting E200– Basement Floor Plan – Lighting
Telecomm E001 – Symbols and Abbreviations

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ED100 – Basement Floor Demolition Plan E100 – Basement Floor Plan – Power

Fire Alarm FA001 – Symbols and Abbreviations FAD100 – Basement Floor Demolition Plan

## **EXAMPLE: PDF SPECIFICATION FILE SUBMISSION – USING FULL SPECIFICATIONS**

## **Document Outline:**

Cover Sheet Table of Contents (Full Specs - List each specification section for the project in each Division) Division 01 010100 – Summary of Work 010200 – Allowances Division 08

081113 – Hollow Metal Doors and Frames 081416 – Flush Wood Doors

Division 21

210000 – Basic Mechanical Requirements – Fire Protection

210513 - Motor Requirements for Fire Protection Equipment

Division 22

220000 – Basic Mechanical Requirements – Plumbing

220513 - Motor Requirements for Plumbing Equipment

Division 22

220000 – Basic Mechanical Requirements – HVAC

220513 - Motor Requirements for HVAC Equipment

(Do Not Include Bookmarks for Articles, Paragraphs, Subparagraphs in Full Specification Sections)

## EXAMPLE: PDF SPECIFICATION FILE SUBMISSION – USING FULL SPECIFICATION DIVISION 01 & CONDENSED SPECS

**Document Outline:** Cover Sheet Table of Contents

UMB Procedure Manual for Professional A/E Services/DB Chapter 5 – Attachments – Page 29

(Full Specs - List each specification section for the project in each Division)

Division 01

010100 – Summary of Work 010200 – Allowances

Division 08

081113 – Hollow Metal Doors and Frames 081416 – Flush Wood Doors

(Do Not Include Bookmarks for Articles, Paragraphs, Subparagraphs in Full Specification Sections)

(Condensed Specs - List each article for project in each Part in each Division)

Division 21 (Cond Spec) [List each article in each Part]

- Part 1 General
  - 1.1 Related Documents
  - 1.2 Scope
- Part 2 Products
- Part 3 Execution

Division 22 (Cond Spec)

Part 1 - General

- 1.1 Related Documents
- 1.2 Scope
- Part 2 Products
  - 2.1 Listed Manufacturers
  - 2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
- Part 3 Execution
  - 3.1 General Requirements Execution
  - 3.2 Connections and Alterations to Existing Work

## Division 23 (Cond Spec)

- Part 1 General
  - 1.1 Related Documents
  - 1.2 Scope
- Part 2 Products
  - 2.1 Listed Manufacturers
  - 2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
- Part 3 Execution
  - 3.1 General Requirements Execution
  - 3.2 Connections and Alterations to Existing Work

Division 26 (Cond Spec)

- Part 1 General
  - 1.1 Related Documents
  - 1.2 Scope
- Part 2 Products
  - 2.1 Listed Manufacturers
  - 2.2 Fire Stops, Smoke Seals and Wall and Floor Sleeve Applications
- Part 3 Execution
  - 3.1 General Requirements Execution
  - 3.2 Sleeves

(Condensed Specs: Do Not Include Bookmarks for Paragraphs and Subparagraphs Parts 1 - 3)

## **EXAMPLE: PDF STUDY / REPORT FILE SUBMISSION**

## **Document Outline:**

Cover Sheet Table of Contents **Executive Summary Existing Conditions Physical Conditions Environmental Conditions Design Options** Option -1Option -2Recommendations Appendices Appendix A Appendix B Tables Table 1 Table 2 Figures Figure 1 Figure 2

(Study / Report: Actual bookmarks may vary, depending on the type of Study / Report. See actual study / report Table of Contents for bookmarks.)

## END OF CHAPTER 5